

[Go Back](#)**NASSAU COUNTY****Title : COMMUNICATIONS CENTER
SUPERVISOR****SCHOOL DISTRICTS****Code: 210052 LMM****CLASS SPECIFICATION****Page : 1 of 2****Competitive****GENERAL STATEMENT OF DUTIES**

Performs administrative duties and supervises and participates in the operation of the BOCES Communications Center and the maintenance, repair, and operation of associated equipment; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of supervisory judgment, a high degree of technical skill, and the use of considerable independent technical judgment.

TYPICAL DUTIES

1. Supervises the operation of the Communications Center.
2. Supervises and may participate in the operation, maintenance, and repair of equipment such as film and video cameras, telephone system, microfilm machine, microcomputers, audio and video recorders and editors, and transmission and receiving equipment.
3. Supervises and may participate in the production of color transparencies, including design and layout.
4. Determines school districts' needs and negotiates contracts with vendors for the purchase and rights of use of films, videotapes, and laser discs.
5. Assists with budget preparation for the operation of the Center.
6. Supervises the installation of audiovisual and fiber optic equipment required for teleclassrooms.
7. Oversees the distribution of films, videotapes, laser discs, and audiovisual, television, and microcomputer equipment to school districts.
8. Participates in the production and direction of video programs for BOCES and subscribing school districts.
9. Maintains accounts of individual subscribing school districts.
10. Conducts workshops and training sessions for teachers on the effective use of media equipment.
11. Confers with and advises teachers regarding audiovisual and television presentations.
12. Uses computerized videotape editing equipment.
13. Recommends the purchase of audiovisual equipment.
14. Supervises the use of the darkroom, and film processing and custom photographic printing processes.
15. Interviews and trains new employees.
16. Prepares progress reports for superior.
17. Designs and develops aids such as maps, charts, graphs, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Extensive knowledge of the methods, procedures, and techniques involved in the production of audiovisual aids.
2. Thorough knowledge of the operation, maintenance, and repair of film and video cameras, telephone system, microcomputers, audio and video recorders and editors, and transmission and receiving equipment.
3. Thorough knowledge of the maintenance and care of film, audiotape, videotape, and other audiovisual materials.
4. Knowledge of the principles and practices of administration and budget development.
5. Knowledge of purchasing methods and procedures.
6. Ability to supervise subordinates.
7. Ability to express oneself effectively, both orally and in writing.
8. Ability to apply audiovisual methods, procedures, and techniques for instructional purposes.

MINIMUM QUALIFICATIONS**Training and Experience**

Graduation from high school
and

Five years of satisfactory experience in the operation, maintenance, and repair of projection, audio, photography, and video equipment, which included responsibility for the development of audiovisual material
and either,

- a. Successful completion of two years of technical school training involving the operation, maintenance, and repair of projection, audio, photography, and video equipment;
or
- b. Completion of 60 credits from a regionally accredited or New York State registered college or university, which included technical courses in radio, television, film or photography totaling twelve (12) credits.

- NOTE:** 1. Experience, as outlined above, in excess of the five-year requirement may be substituted for technical school or college education on a year-for-year basis.
2. College education from a regionally accredited or New York State registered college or university in excess of two years (60 credits) may be substituted for experience, as outlined above, on a year-for-year basis up to a maximum of two years, provided that it includes technical courses in radio, television, film or photography totaling 15 credits.