

**SAN MATEO COUNTY OFFICE OF EDUCATION**

Under the direction of and assigned Integrated Technology Director or Manager, manage, train and provide technical assistance to media users to access web and communication tools used for remote meetings, hybrid meetings, teleconferencing and presentations; provide recommendations and coordinate potential vendor selection.

**REPRESENTATIVE DUTIES:**

- Assist County Office staff and other professional level employees in applying levels of audio-visual support, from one person conferencing to support for large group meetings.
- Perform user and hybrid activities and provide training for all web-based communication tools.
- Coordinate tools, content storage of digital files for all web-based audio-visual communications tools.
- Operate a variety of audio-visual equipment including remote-control devices.

**Personnel Commission Approval:**  
December 12, 2022  
**San Mateo County Office of Education**

Disassemble and inspect equipment after usage, ensure all equipment and software signed out is accounted for, organized and stored properly.

Maintain and support all digital signage related to audio and visual communications

Inspect audio-visual equipment to ensure proper operation; clean, adjust and service parts and components; coordinate maintenance and repairs as needed for all audio-visual systems.

Conduct an annual equipment inventory; complete and maintain hardware and software inventory records; recommend equipment replacement as necessary, assist with ordering audiovisual equipment and supplies.

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**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to view a computer monitor and read a variety of materials.

Sitting for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

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