



SAINT PIUS X CATHOLIC CHURCH POSITION DESCRIPTION

POSITION TITLE: AV / IT SPECIALIST-FACILITIES

GENERAL PURPOSE

The purpose of this position is to perform routine and semi-routine technical tasks to troubleshoot, maintain and operate the audio/visual and information technology systems utilized by the parish and school. Evaluates and establishes audio/visual needs for special events. Oversees the parish AV volunteer ministry. Information technology support includes computers, printers, and related hardware/software utilized. Assists with planning, set-up, and management of various events.

REPORTING HEIRARCHY

The incumbent in this position reports to the Director of Facilities of Saint Pius X Catholic Church. This position does not directly supervise parish employees, but provides leadership, direction and guidance to various volunteers.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs routine and semi-routine technical tasks to troubleshoot, maintain and operate the audio/visual (A/V) technology systems utilized by the parish and school.

Organizes and manages the parish audio/visual ministry; recruits, trains, and oversees ministry volunteers to handle the A/V operations during Masses and special events; develops and manages the A/V schedule; covers A/V schedule when volunteers are unavailable.

Evaluates and establishes audio/visual needs for special events; establishes an A/V technology plan for events and activities; assists with and/or designates volunteer to set-up A/V components for use at parish meetings and events.

Tests, troubleshoots and corrects A/V issues prior to or at events and activities.

Assists with planning, set-up, and management of various events; sets up AV equipment, tables and chairs for events; trains event leaders on the A/V equipment and technology needed for events.

Performs semi-routine and non-routine tasks to troubleshoot, maintain and update the computers, printers, and hardware utilized by the parish and school; assists with the installation, configuration and ongoing usability of computers, printers and related hardware/software.

Receives and responds to requests for help with technology-related issues from school and parish staff; troubleshoots issues and works to resolve problems in a timely manner.

Verifies and maintains ongoing functionality of computers, printers and related hardware/software components in the parish and school; monitors overall sustainability and integrity of hardware and software components.

Serves as the liaison between the parish and school and the contracted technology service provider.

Oversees and performs special projects as directed and assigned.

Utilizes a variety of references and resources to complete responsibilities.

Serves as back-up to the maintenance staff; may perform routine maintenance and cleaning tasks as assigned.

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

Associate's degree in audio/visual or information technology or related field preferred, supplemented by one to two years previous experience and/or training in audio/visual and/or information technology practices and procedures; must possess proven ability to troubleshoot A/V and IT issues, mix sound and have familiarity with the order of the Catholic Mass; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Human Interaction: Requires the ability to apply guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations involving A/V and information technology.

Relationships: Demonstrates a courteous and service-focused work ethic. Displays caring behaviors with each interaction. Demonstrates self-awareness and sensitivity to the perceptions of others. Listens carefully to input and concerns and takes appropriate action.

Integrity and Trust: Maintains confidentiality at all times. Fosters a sense of trust and collaboration. Responds to change in a positive manner. Utilizes time and resources in a prudent manner.

Verbal Aptitude: Requires the ability to utilize a variety of reference and descriptive data and information

Functional Reasoning Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light to moderate physical effort which may involve some lifting, carrying, pushing and / or pulling of objects and materials of light to moderate weight (10-50 pounds). Tasks may involve periods of time at a keyboard or workstation, as well as standing and or walking for periods of time.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Most tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

This job description does not constitute a contract of employment. This job description is subject to change by the employer (Saint Pius X Catholic Church) at the discretion of the employer, or as the needs of the employer and / or requirements of the job change. The employer explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Saint Pius X Catholic Church (Saint Pius X) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Saint Pius X will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.