

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Coord Public Address System	<b>Job Code:</b>	43831
<b>Job Function:</b>	Staff	<b>Grade:</b>	118
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	3000 Information Technology Division	<b>Date:</b>	1/1/04;11/2/01;7/1/00

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**Job Summary:**

Supervise and manage all aspects of the campus wide delivery of audio equipment and services. Exercise supervision over student assistants and some staff employees, including work assignments, and training relating to University's audio equipment and services. Maintain, install and repair campus audio equipment while performing research and making recommendations regarding the acquisition of new equipment or system upgrades.

**Essential Functions:**

30% Administer various electronic systems and provide supervision regarding the operation, maintenance, and repairs for all University audio equipment. Evaluate defective systems and direct corrective measures while testing new equipment and systems. Analyze audio equipment and system problems and perform research to assist in providing effective solutions.

20% Process various requests from campus community and assess University needs to provide appropriate technical assistance, support, or instruction. Interact with outside vendors and coordinate campus activities with faculty, staff and administration,

15% Coordinate projects for designing and developing systems. Oversee the daily operation of the departments and compliance with government regulations.

15% Perform scheduling and plan duties to include preparing daily logs and reports, coordinating activities with other departments, preparing paperwork and documentation and scheduling the use of equipment.

10% Control the inventory and order warranty replacement parts or other equipment.

5% Evaluate new and existing technology, study operation manuals and vendor literature, and make recommendations for equipment installations and upgrades. Coordinate installation projects with University shops and commercial vendors.

**Education:**

Requires 18 months of education or training beyond high school.

**Licenses/Certifications/Requirements:**

**Experience:**

Requires a minimum of 1 year of experience in maintaining, installing and repairing audio equipment. Experience in electronics with knowledge of circuits required. Ability to multi-task and provide excellent customer service required. Supervisory experience preferred. Experience in an education environment preferred.

**Leadership:**

Responsible for directing and monitoring the work of student and/or temporary workers.

**Physical Requirements:**

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

**Working Conditions:**

Occasional minor discomforts from exposure to less-than-optimal temperatures and air conditions. May involve occasional exposure to dust, fumes, or outside weather conditions, and/or frequent driving of a vehicle (50% or more of the time).

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.