



MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Information Technology Services	JOB GRADE:	16
JOB TITLE:	Audio Visual Systems Support Engineer	ANNUAL SALARY:	\$81,423-\$96,000
LOCATION:	301 N. Thompson Conroe, TX 77301	CIVIL SERVICE:	No
SHIFT HOURS:	Monday-Friday (8:00 am-5:00 pm)		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 - 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday - Friday 8:00am - 5:00 pm (Friday: Closed from 12:00pm - 1:00pm)		

This position is responsible for the operational oversight of all Montgomery County A/V installations. The position will oversee and assist in the ongoing design and maintenance of all installations. Work is performed under general supervision with considerable independence and latitude for exercising judgment in the selection of courses of action within established departmental policies, procedures and objectives.

Education, Experience and Skill Requirements

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| <ul style="list-style-type: none"> • Bachelor's degree plus three years' experience or an equivalent combination of education and experience is required • Five years progressively responsible professional experience developing and managing Audio Visual and Telepresence projects | <ul style="list-style-type: none"> • Demonstrated knowledge of Video Conferencing and endpoints and infrastructure • Demonstrated knowledge of AV Control systems and integrated room peripherals is desired • Good organization and time management skills with proven ability to manage multiple priorities |
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Primary Job Duties

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| <ul style="list-style-type: none"> • After hours and on-call work required, including evenings, weekends and holidays • Must be able to work a rotating call schedule (one full week, approximately every 24 weeks) • Must be able to provide assistance to other on non-call weeks • Installation and de-installation of AV/TelePresence products • Preparation of room audits ensuring technology can work at optimum levels • Performs preventative maintenance to ensure equipment and room is ready for use • Responsible for identifying defective/failed equipment and providing solutions • Providing job updates and reports • Completion of Post Installation Assessment • Perform on site User Acceptance testing • Install software upgrades | <ul style="list-style-type: none"> • Escalate technical issues and provide solutions for ongoing faults • Provide AV solutions and services on site interfacing with the designated client in line with the customer requirements • Developing and managing an A/V project installation schedule • Participate in project meetings with clients, architect and other stakeholders • Generate preliminary system design • Generate and manage project documentation, including drawings, cut sheets and manuals • Provide system configuration and programming files • Assist with end-user training • Act as subject matter expert for after-project support • Keep up with market and technological trends • Oversee the design, budget, and installation of ongoing new projects and improvements of existing installations • Participate in after hours on call approximately two times per year • Willing to complete any and all duties assigned |
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After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	503-5530-1	Requisition No:	2681
Date Posted:	10/10/2018	Equal Employment Opportunity Employer	