

ESQUIMALT POSITION DESCRIPTION

EFFECTIVE DATE: JUNE 2024

Pos. No: 843

Amended:

Approved by Director of Corporate Services

Position Title:	MEETING TECHNOLOGY OPERATOR (AUXILIARY)
Department/Division/Section:	Corporate Services

POSITION FUNCTION

Reporting to the Director of Corporate Services/Corporate Officer, the Meeting Technology Operator is responsible for ensuring the setup, operation and take down of audio-visual equipment at Council and Committee of the Whole meetings.

KEY DUTIES

- Set up and take down of audio-visual equipment (computers, monitors, microphones, and other controllers) per direction at Council and Committee of the Whole meetings.
- Perform test webcast prior to meetings to ensure functionality.
- Check that the webcast is live, and audio is functioning at the beginning of meetings.
- Operate MS Teams conferencing.
- Run test prior to and display PowerPoint presentations during meetings.
- Provide technical overview to scheduled presenters immediately prior to the meeting.
- Time the public input and presentations during meetings.
- Trouble-shoot issues that arise such as adjusting microphone audio, positioning monitors, and reconnecting the conference audio during meetings.
- Set up of table and chairs in Council Chambers as per floorplan layout.
- Contact internal technical support staff to resolve software and hardware issues.

INDEPENDENCE

- Work is generated according to Council activities, requests for service, and by departmental requirements and is reviewed by the supervisor.

WORKING CONDITIONS

Physical Effort:

- Sit for long periods in meetings (frequent).
- Move light equipment and furniture (frequent).

Mental Effort:

- Follow meeting agenda for prompts to guide use of appropriate audio-visual equipment (frequent).

Visual/Auditory Effort:

- Long periods of concentration on performance of meeting technology (frequent).

Work Environment:

- Office environment with regular public attendance.
- Irregular work hours based on Council and Committee of the Whole meeting schedules.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

- Organize and prioritize work.
- Ability to multi-task.
- Sound judgment and decision-making skills.
- Working level knowledge of displaying PowerPoint and PDF presentations.
- Working level knowledge of Microsoft Teams, Granicus, and related specialty software and services.
- Understanding of Council and Committee meeting protocol and procedures.
- Superior interpersonal skills in working with the public, staff, and elected officials.

QUALIFICATIONS**Formal Education, Training, and Occupational/Professional Certification**

- High school graduation or equivalent

Experience

- One-year related experience in live webcasting and MS Teams conferencing.
- An equivalent combination of related training and experience may be considered.

OTHER

- Length of time to become familiar with job duties and responsibilities: 6 months.
- Experience with Granicus, Legistar and LiveManager platforms considered a benefit.