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**IT/AV SPECIALIST**  
**INFORMATION TECHNOLOGY DEPARTMENT**  
**FULL-TIME (35 HOURS PER WEEK); NON-EXEMPT**  
**\$57,000 - \$71,000 STARTING DEPENDING ON QUALIFICATIONS**  
**OPEN UNTIL FILLED**

**POSITION SUMMARY:**

The Town of Bay Harbor Islands' IT Department is looking for an experienced Audio/Visual technician with general IT experience, to provide operational support for Town services and public meetings.

**MINIMUM REQUIREMENTS:**

The successful candidate must have:

- a minimum of five years' hardware & software experience in A/V capturing and editing environments, including robust knowledge of capture formatting, equipment, and processes
- Requisite experience troubleshooting A/V hardware and software applications
- Experience with video editing and redaction requests
- Experience with low voltage cabling
- Entry level desktop services in a Windows network environment
- Bachelor's Degree in Business Administration, Computer Science, or Public Administration (preferred)

The successful candidate must be a team-player, able to work as part of a diverse group of technical/professional staff members; but who can also work independently with minimal supervision to meet deadlines and expectations. Must possess excellent social, interpersonal, written and verbal skills to effectively interact with the client, senior leadership, vendors, and fellow team members to provide quality information and support.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**SENSORY REQUIREMENTS:**

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

**ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

**DRUG-FREE WORKPLACE:** Town of Bay Harbor Islands is a drug-free workplace in accordance with Federal and Florida Law. Must be able to pass a drug screening within 24-hours of conditional job offer.

**E-VERIFY:** This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

**LEVEL 2 BACKGROUND:** Must submit and pass a Level 2 background screening prior to date of hire.