



VIDEO PRODUCTION TECHNICIAN

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under supervision, this position performs technical duties related to video and cable television in the broadcast room and out in the field. The Video Production Technician also performs other related technical and administrative duties in support of the Community Relations program.

Classification Characteristics:

The Video Production Technician is a full journey level class that is expected to perform the entire range of complex technical duties within a framework of established procedures. This position works under general supervision and frequently works independently.

Essential Functions:

- Assist with the development, coordination, and programming of the City's cable Government Access Channel, including video and still production of public meetings. Create community bulletin board pages for Government Access Channel and schedule programming.
- Operate production equipment and perform post-production duties including editing, dubbing, video and electronic effects, and duplication.
- Maintain records and develop reports concerning new or ongoing video programs and program effectiveness; maintain and file program reports; prepare statistical reports as required.
- Assist other City departments on the development of informational video programs. Provide technical support and training to City staff on audio-visual procedures, techniques, and the operation of Council Chambers equipment.
- Coordinate the maintenance of video and audio equipment; schedule and coordinate equipment repair and maintenance activities; recommend equipment replacement as required. Trouble-shoot technical problems on video production and other audio-visual equipment. Assist with the installation of new equipment and cables as needed.
- Perform administrative duties in support of the Community Relations program; organize and maintain inventory of out-reach supplies, materials, and equipment.
- Attend City Council and other City related meetings and events that may be scheduled for evenings and/or weekends.
- Maintain and organize the City's photo archive system.
- Operate a variety of modern office equipment including a computer and related software.

Qualifications:

Knowledge of:

- Principles and techniques of audio, still photo, video production, and cable television programming.

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- Proper use of equipment used for video and still photos, lighting, audio, editing, duplicating, teleprompting, and cable television programming.
- Federal, State, and local laws relating to video production.
- Modern office procedures and methods.
- Personal computer operating systems and software applications, including operation of a flatbed scanner.

Ability to:

- Work independently and as part of a team.
- Work day, evening, weekend, and holiday shifts as required.
- Collect and organize data.
- Operate a computer and use a variety of software applications.
- Set up, operate, and maintain video production and lighting equipment for both in-house and remote usage and operate video and still cameras, switchers, audio mixer and a teleprompter.
- Develop solutions within established guidelines, using initiative, tact and good judgment.
- Maintain awareness of new developments in the field of cable television; incorporate new developments, as appropriate.
- Be flexible and adapt to changing situations.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Two years experience in local government cable access, video, or television station production, and/or broadcasting.

Training:

Equivalent to completion of the twelfth grade supplemented by college level training in television productions or broadcasting.

License or Certificate:

Possession of a California Class C Driver's License with an acceptable driving record.

Working Conditions:

Work frequently in an office environment and occasionally in a field environment. Frequent standing and sitting for extended periods; walk on even and uneven surfaces; climb, reach, twist, turn, kneel, bend, grasp, push, and pull. Lift and carry objects weighing up to 40 pounds. Acute hearing is required to distinguish specific qualities, pitch, tone and volume of audio-visual sound. Vision is required to distinguish specific qualities of graphic, photographic and audio-visual light, tones,

hues and colors and to distinguish variances both graphically and dimensionally.
Drive motorized vehicles.