Date Adopted: 6/13/06

CITY OF GLENDORA

CABLE PRODUCTION TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, performs tasks related to the daily operation of the City's cable television channel; produces and directs programs; operates equipment; performs related duties as required.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Produces programs from original concept to completed project; performs field and studio production assignments. (a b c d e f g h i j k l n)

2. Performs related production and post production duties including script writing, technical direction, creating and producing electronic graphics, directing field and studio productions, setting up and operating camera and audio equipment and operating videotape editing equipment; sets up computer and projection equipment for Power Point presentations for various departments. (a b c d e f g h i j k l n)

3. Coordinates and monitors activities of production personnel during field and studio productions; may anchor and edit news shows. (a b c d f i j k l n)

4. Develops programming schedules; updates and types agendas; orders programs; schedules air time and produces monthly program guide. (a f h i j l n)

5. Researches and orders equipment and supplies; maintains equipment and performs repairs; installs new equipment and cables as needed. (a f h i j l m n)

6. Works with City departments to accomplish City's cable television goals and objectives. (a b c d f i j k l n)

7. Responds to inquiries from the public and resolves complaints. (a f i j)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

a. Communicate clearly and concisely, both orally and in writing.

b. Operate television camera, lighting controls and related equipment.

c. Direct and produce productions.

d. Set up television production equipment for both studio and remote site usage.

e. Edit tapes and use related equipment.

f. Establish and maintain effective working relationships with supervisors, associates and the general public.

g. Research and develop program ideas, concepts and scripts.

h. Operate a computer and a variety of software programs.

i. Deal constructively with conflicts and develop effective resolutions.

j. Work independently.

k. Organize and stay on shooting schedule.

l. Maintain a variety of records.

m. Repair and maintain equipment.

n. Meet the physical requirements established by the City.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

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

A Bachelor's degree or equivalent with major course work in communications with an emphasis on video production or broadcast journalism and some experience in editing, camera work and reporting. Experience may be substituted for education on a year for year basis up to two years.

Knowledge and Skill Levels

Some knowledge of the principals and techniques of television production; techniques of videotape editing including single and multiple sources; evaluating, selecting, researching and developing program ideas; operating procedures, maintenance and various types of video production equipment and audio-visual equipment; filing and cataloging procedures and script writing.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others; exposure to electrical energy. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by *Johnson & Associates LLC* June, 2006