

MASTER CONTROL SPECIALIST

Job Code	Pay Grade
07546	CL14

Nature of Work

This is technical work performing digitized master control functions involved in the direction, production and scheduling of television programs for broadcast on government access or cable channels. An employee in this class is responsible for planning, coordinating, directing, and producing television programs. The employee works in concert with government access producers and may direct the activities of lower level production personnel and interns. An incumbent exercises initiative and independent judgment in the professional and technical aspects of program production. The incumbent exercises tact and courtesy when providing technical assistance and advice to county personnel and elected officials regarding programming ideas. Work is of more than average difficulty and includes all aspects of television production. Incumbent performs under general direction in accordance with policies and priorities established by the Department Director.

Minimum Qualification Requirements

- 4 years experience in public, education or government access television; or
- Technical or vocational degree, diploma or certification and 3 years experience in public, education or government access television; or
- Bachelor's degree in video communication (television broadcasting, film, journalism, advertising, and public relations) or related field that includes training or experience in a media business, public, education or government access television; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Inputs programming to Master Control System.
- Digitizes programs to air servers; operates duplication system.
- Coordinates and conducts pre-production sessions to plan the effective use of time, budget and materials to achieve a professional, air ready video product; coordinates all aspects of television production to include pre-planning, scripting, producing, directing, and post-producing; coordinates shooting schedules and directs participants to gain and assure a cooperative and productive effort.
- Performs floor direction, teleprompter operations, and robotic camera operation.
- Operates video equipment such as cameras, switchers, audio mixers, videotape recorders/players, editors, character generators, automated playback equipment, and dimmer boards; oversees, arranges for and/or performs preventive maintenance, installation, design, and fabrication of video systems as necessary.
- Performs Web casting operations including digitizing programming, creating indexing files, etc.
- Produces public information programs describing the services or activities of various county departments.
- Works in conjunction with county staff to prepare public information and in-service training programs.
- Instructs employees in the use of video production equipment and the production of television programs.
- Procures, produces and schedules television programs and public service announcements for broadcast and forwards telecast logs to the local media for publication.
- Maintains video library.
- Maintains news clip system and responds to all clip requests.
- Performs related work as assigned or required.

MASTER CONTROL SPECIALIST (continued)

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Knowledge, Skills, and Abilities

- Knowledge of equipment, television production and television broadcasting techniques.
- Knowledge of the operation and the preventive maintenance of video production equipment.
- Skill in the operation of video production equipment.
- Ability to apply basic personal computer applications and software.
- Ability to operate common video production equipment such as cameras, switchers, audio mixers, and editors.
- Ability to research and collect data; clearly express complex ideas verbally and in written form.
- Ability to edit materials prepared by others.
- Ability to organize and coordinate a variety of professional, technical and clerical activities.
- Ability to instruct others in the use and care of production equipment.
- Ability to plan, coordinate and direct television productions.
- Ability to use microcomputers to perform word processing, script writing, database management, and electronic desktop publishing.

For official use only

Revised	EEOC Code	Overtime Code
9/07	Technicians	Classified