

## VIDEO SPECIALIST

Job Code	Pay Grade
07564	CL16

### Nature of Work

This is technical and administrative work 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 and schedules; as well as supporting the media needs of the staff, outside agencies, and citizens. The employee works in concert with government access producers and may direct the activities of lower level production personnel and interns. This individual is expected to exercise reasonable initiative and independent judgment in the professional and technical aspects of program production. The employee is expected to exercise 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. Work is performed under general direction in accordance with policies and priorities established by the Department Director.

### Minimum Qualification Requirements

- 6 years experience in public, education or government access television that includes direction, production, scheduling, and broadcasting of television programs on government access, cable channels or comparable mass media operations (television broadcasting, film, journalism, advertising, and public relations); or
- Technical or vocational degree, certification or diploma in a related field and 4 years experience as described above; or
- Bachelor's degree in mass communication (television broadcasting, film, journalism, advertising, and public relations) and 2 years experience as described above; 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.)

- Coordinates shooting schedules and directs participants to gain and assure a cooperative and productive effort.
- 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.
- Development and maintenance of budget plans.
- 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.
- Coordinates media needs of the staff, outside agencies, and citizens.
- Performs related work as assigned or required.

## VIDEO SPECIALIST (continued)

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### Knowledge, Skills, and Abilities

- Knowledge of television production, broadcasting equipment, audio-visual/teleconferencing equipment and technical techniques.
- Knowledge of cable access policy and procedures.
- Knowledge of the operation and the preventive maintenance of video production equipment.
- Skill in the operation of video production equipment.
- Ability to operate common video production equipment such as cameras, switchers, audio mixers, and editors.
- Ability to plan and implement present and future budget equipment needs.
- 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 desk top publishing.

For official use only

Revised	EEOC Code	Overtime Code
9/07	Technicians	Classified