



Video Specialist

Category: Classified
Pay Grade: C23
Job Code: 07564

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs technical and administrative work involved in the direction, production, and scheduling of television programs for broadcast on government access or cable channels; plans, coordinates, directs, and produces television programs and schedules; supports the media needs of the staff, outside agencies, and citizens; works in concert with government access producers and may direct the activities of lower level production personnel and interns.

ESSENTIAL JOB FUNCTIONS (examples, 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 dimmerboards and oversees, arranges for, and 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 video editing;
- Lights set for studio shows; and
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (6) years of 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 a technical or vocational degree, certification, or diploma in a related field and four (4) years of experience as described above; or a Bachelor's degree in mass communication (television broadcasting, film, journalism, advertising, and public relations) and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- 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 knowledge, skills, abilities, and credentials required for a specific position.

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 desktop publishing;
- Ability to use small office equipment and computers;
- Ability to use or repair small and medium equipment and machinery.

PHYSICAL/MENTAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.