



## **Technical Director**

**Category:** Classified  
**Pay Grade:** C26  
**Job Code:** 07576

*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 and shoots, edits, and directs weekly and other periodic news programs (i.e., 30 minute) newscasts, supporting the media needs of the staff, outside agencies, and citizens; directs all live video productions and telephone call-ins; 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)**

- Oversees and directs the technical staff in all aspects of live television production and scheduling;
- Coordinates shooting schedules and directs participants to gain and assure a cooperative and productive effort;
- Shoots, edits, and directs weekly 30 minutes newscast;
- Operates video equipment such as cameras, switchers, audio mixers, videotape recorders/players, editors, character generators, automated playback equipment, and dimmer boards and oversees, arranges for, and/or performs preventive maintenance, installation, design, and fabrication of video systems as necessary;
- Sets up and operates sound reinforcement equipment;
- Develops and maintains 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 inservice training programs;
- Trains videographers and public information officers in news coverage skills;
- 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 other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Seven (7) years of technical experience in coordinating broadcast news programs for public, education or government access television that includes lead worker or supervisor responsibility; or a technical or vocational degree, diploma, or certification and five (5) years of experience as described above including lead worker or supervisor responsibility; or a Bachelor's degree in mass communication (television broadcasting, film, journalism, advertising, and public relations) and three (3) years of experience as described above including lead worker or supervisor responsibility; 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.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force 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.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **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.
- **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.
- **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 me to be sensitive to change and responsive to changing goals, priorities, and needs.