



Master Control Specialist 1

Category: Classified/Excluded
Pay Grade: C22
Job Code: 07546

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

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.

ESSENTIAL JOB FUNCTIONS (examples, 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 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of experience in public, education or government access television; or Technical or vocational degree, diploma or certification and three (3) years of 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.

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

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.

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.
- **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.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **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.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **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.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.

- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- 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.
- 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.
- Visual acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- 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 relatively safe, secure, and stable work environment.