



Master Control Specialist 2

Category: Classified
Pay Grade: C24
Job Code: 07548

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 advanced 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; handles planning, coordinating, directing, and producing television programs; works in concert with government access producers; may direct the activities of lower-level production personnel and interns.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Programs on-air playback system;
- 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 production, and coordinates shooting schedules and directs participants to gain and assure a cooperative and productive effort;
- Directs meetings in "Meeting Control Center" in Courthouse;
- 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 and 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 inservice 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;
- Server playback from Inside Pinellas;
- Maintains video library;
- Maintains news clip system and responds to all clip requests;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (6) years of experience in public, education, or government access television with lead worker or supervisory experience; or a technical or vocational degree, diploma, or certification and four (4) years of experience in public, education, or government access television with lead worker or supervisory experience; or a 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 with lead worker or supervisory experience; 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 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 operate common video production equipment such as cameras, switchers, audio mixers, and editors;
- Ability to apply basic computer applications and software;
- 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.
- Crawling: Moving about on hands and knees or hands and feet.
- 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 relatively safe, secure, and stable work environment.