



<b>Position Title:</b>	Video Production Technician	<b>Pay Grade:</b>	NON.PB3
<b>Department:</b>	Marketing & Communications	<b>Bargaining Unit</b>	NON
<b>Employment Status:</b>	Full-time	<b>FLSA Status:</b>	Non-Exempt
<b>Revised Dates:</b>	5/21; 9/19; 1/17; 4/16; 1/08 (title)	<b>W/C Code:</b>	7610
<b>Established Date:</b>	10/07	<b>EEO Category:</b>	Professionals
<b>Supervisory Work:</b>	Not Applicable	<b>EEO Code/Name:</b>	0211 Illustrator Photographer

**Job Overview Summary:**

This is technical work responsible for troubleshooting, repair and maintenance of all television production, equipment and systems on the City’s Government access UHF broadcast and cable television stations. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules or attendance or duty requirements, which may be established by City or department rules. Work is performed under the general direction of an administrative supervisor and is reviewed through conversation, conferences, observation, review and analysis of programs, and the evaluation of results achieved.

*Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.*

**Duties:**

- Installs new video and computer equipment and works with vendors, when necessary.
- Maintains and repairs on-air Bulletin Board system of Government Access TV.
- Performs regular maintenance and repair of all video distribution and transmission equipment.
- Performs the timing and alignment of existing cameras, recording, editing and broadcasting equipment as well as video editing, studio and location video camera operation, studio lighting, and sound recording.
- Troubleshoots equipment failure, diagnoses problem, and recommends repair for either in-house or outside vendor.
- Maintains repair log and generates monthly reports on repair and maintenance of equipment.
- Performs editing and duplicates video programs; formulates edit decision lists.
- Assists in Studio and location video taping, lighting, sound recording and camera engineering.
- Performs related work as assigned.

**Desirable Qualifications:**

Graduation from a technical or vocational school with three (3) years of experience in repair, maintenance and installation of video equipment; or an equivalent combination of education, training and/or experience; or, progressive years of experience in repair, maintenance and installation of video equipment, video editing, video camera operation, and studio and location lighting and sound recording.

**Knowledge and Skills:**

- Considerable knowledge of equipment, television production and television broadcasting techniques.
- Performs wiring, cabling and installation of digital equipment and computer hardware and software.
- Knowledge of the operation and the preventive maintenance of video production equipment.
- Skill in the operation and maintenance of video production equipment.
- Skill in video nonlinear editing.
- Skill in operation of studio and location cameras.
- Ability to maintain timing and alignment of live video production and editing systems.
- Ability to troubleshoot, maintain and repair cameras, recording, editing and broadcast equipment.
- Ability to install and integrate digital recording, editing and on-air playback systems.

- Ability to perform computer hardware and software installations.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with employees, interns, volunteers, vendors, other departments, City Officials, and the public, as necessitated by the work.

**Required Responsibilities:**

Successful demonstration of the following competencies are standard expectations for all City staff: *cultural competence, inclusivity, job knowledge, productivity, quality of work, adaptability/flexibility, communication, and customer focus*. Additional competencies are assigned based on the employee's job classification. Information about the required competencies including definitions can be found in the Core Competency Guide, a copy of which is located on the U: drive/Human Resource Info/Job Descriptions folders and on the intranet.

**Necessary Special Requirements:**

If assigned duties require the use of a personal motor vehicle, a valid State of Florida Driver's License, and an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be current.