

## CABLE TELEVISION PRODUCTION ASSISTANT

**DEPARTMENT** : **TECHNOLOGY SERVICES**  
**SALARY** :  
**FLSA** : **NON-EXEMPT**  
**CIVIL SERVICE** : **INCLUDED**  
**BARGAINING UNIT** : **NON BARGAINING**

### GENERAL STATEMENT OF DUTIES

Under the general direction of the Cable Television Production Coordinator and City Clerk, performs a wide range of assignments relating to production, operation and programming of public access channels and cable studio.

### EXAMPLES OF ESSENTIAL FUNCTIONS

#### (Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Writes PSA's for channels 15 and 17 bulletin boards.
2. Updates the weekly program guide and the program schedules on the bulletin board.
3. Edits government access PSA's and programs.
4. Types scripts for government access productions and types credits on the character generator.
5. Shoots video using field camera at remote sites.
6. Operates switcher, cameras and audio board for government access.
7. Answers questions about the public access studio.
8. Schedules programs for both access channels.
9. Assists public access producers with information and guidance in the production of programs including use of studio equipment and trains new users.
10. Sets up and tears down electronic equipment for studio or remote productions.
11. Works with members of the public on the telephone and in person.

12. Communicates with and maintains effective working relationships with supervisors, coworkers, elected officials, public access users and members of the public.
13. Works independently and with others with minimum supervision.
14. Attends work regularly at the designated place and time.
15. Performs all work duties and activities in accordance with City policies, procedures, safety rules and regulations.
16. Performs all other related duties as assigned.

### REQUIRED KNOWLEDGE & ABILITIES

1. Knowledge of principles, methods and techniques of broadcasting.
2. General knowledge of and ability to use video, audio and other related production equipment.
3. General knowledge of lighting and camera angles.
4. Ability to plan, organize and create cable television productions.
5. Knowledge of IBM compatible personal computers and related software programs.
6. Ability to respond to questions from public access users and viewers tactfully and in a clear, concise and easily understandable manner.
7. Ability to communicate effectively and maintain working relationships with Cable Commission members, other City employees,

elected officials, supervisors and the general public.

8. Ability to work with people from a broad variety of social, economic, racial, ethnic, and educational backgrounds.

#### **ACCEPTABLE EXPERIENCE & TRAINING**

1. Bachelor's Degree in electronic media or closely related field

**OR**

College junior level in electronic media with studio equipment experience

**OR**

High school diploma/GED with minimum two years hands-on work experience in electronic media.

**OR**

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.

2. Iowa Driver's License and good driving record based on the City of Waterloo insurability criteria. Four or more moving violations within the previous three years, three or more moving violations within the previous one-year, or conviction or loss of license for DWI, reckless driving or other major moving violation within the previous five years will automatically eliminate candidate from consideration for employment. Conviction of or loss of license for DWI, reckless driving or other major moving violation after candidate begins employment will result in layoff, unpaid leave of absence or termination. Four or more citations for moving violations within a three year period or three or more citations for moving violations within a one year period will be reviewed on a case-by-case basis and continued employment will depend on insurability. Two or more at-fault accidents within a three-year period while driving a City vehicle may result in disciplinary action up to and including termination.
3. Computer keyboarding skills.

#### **ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without accommodation.

1. Sufficient speech and hearing that permits the employee to communicate effectively with Cable Commission members, volunteers, student interns, public access users and viewers in person or by telephone.
2. Sufficient sight and depth perception that permits the employee to use cameras; sufficient color vision to adjust color equipment.
3. Sufficient hearing that permits the employee to tape, adjust and monitor cable audio equipment.
4. Sufficient personal mobility that permits the employee to operate a passenger vehicle or panel truck, to tape off-site programs or outside programs, and to operate a portable video camera, videocassette recorder and videotape editing system. Will generally be working alone.
5. Sufficient manual dexterity that permits the employee to operate a personal computer, video camera and other taping equipment.

#### **MISCELLANEOUS**

1. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination and a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.
2. The City of Waterloo reserves the right to conduct a background investigation including education, employment and criminal history checks on any applicant being considered for this position.
3. Must submit to Civil Service examination procedures including a panel interview. May be required to demonstrate ability to operate cable system and audiovisual equipment.

#### **WORK SCHEDULE**

Work schedule will vary between the hours of 8:00 a.m. and 9:00 p.m. including some Saturdays with a one hour unpaid lunch. Regular work schedule will be determined during hiring process.