

CABLE TELEVISION PRODUCTION COORDINATOR

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

GENERAL STATEMENT OF DUTIES

Performs a wide range of assignments relating to production, operation and programming of public access channels and cable studio. The work is performed under the general direction of the City Clerk, but considerable leeway is given for the exercise of independent judgement. This is a technical, hands-on position. Responsible for directly supervising one Production Assistant, part time and volunteer technical staff and interns.

EXAMPLES OF ESSENTIAL FUNCTIONS **(Illustrative Only)**

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

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| <ol style="list-style-type: none">1. Produces programming for cable television public access channels.2. Markets and performs public relations activities relating to public access channel including meeting with groups, organizations and individuals to promote public access programming as a means of communicating information, thoughts and ideas.3. Produces video programming for public viewing.4. Generates programming, writes scripts and performs filming; edits films.5. Writes equipment specifications and makes recommendations for purchase.6. Prepares utilization and marketing reports for Cable Commission.7. May perform some on-air broadcast work.8. Operates studio out of City Hall location or other remote locations including setting up sets and lighting.9. Teaches volunteers and student interns the proper operation of video equipment. | <ol style="list-style-type: none">10. Supervises other technical employees and interns.11. Attends Cable Commission meetings.12. Answers questions about the public access studio.13. Works with members of the public on the telephone and in person.14. Operates portable video camera, videocassette recorder and videotape editing system.15. Drives passenger type vehicle or panel truck.16. Performs all work duties and activities in accordance with OSHA, City and department policies, procedures and safety practices.17. Works independently and with others with minimum supervision.18. Attends work regularly at the designated place and time.19. Performs all other related duties as assigned. |
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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. Ability to develop marketing plans and perform public relations functions.
6. Knowledge of IBM compatible personal computers and related software programs.
7. Ability to plan and supervise the work of other employees and volunteers.
8. Ability to answer questions and provide information to the public in person and over the telephone in a clear, concise and easily understandable manner.
9. Ability to prioritize work, produce a quality work product within strict time lines and handle multiple tasks.
10. Ability to exercise independent judgment and make decisions based on department and City policies and FCC rules and regulations.
11. Ability to work with people from a broad variety of social, economic, racial, ethnic, and educational backgrounds.
12. Ability to maintain effective working relationships with other employees, supervisors, the Cable Commission, elected officials and the public.
13. Ability to work a variety of hours including weekends and evenings as needed.

ACCEPTABLE EXPERIENCE & TRAINING

1. Bachelor's Degree in broadcasting, mass communications, electronic media or related field with minimum of one year hands-on experience in video and audio production

OR

Associate's Degree in broadcasting, electronic media or related field or college junior level in broadcasting, mass communications, electronic media or related

field with minimum four years hands-on experience in video and audio production

OR

Any equivalent combination of education and hands-on work experience in video and audio production 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 DUI, reckless driving or other major moving violation within the previous five years will automatically eliminate a candidate from consideration for employment. Conviction or loss of license for DUI, reckless driving or other major moving violation after employment will result in unpaid leave of absence, layoff 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 depth perception to use cameras, sufficient color vision to adjust color equipment and sufficient hearing to tape, adjust and monitor cable audio equipment.

3. Sufficient personal mobility that permits the employee to operate a passenger vehicle or panel truck, tape off-site programs or outside programs and operate a portable video camera, videocassette recorder and videotape editing system. Will generally be working alone.
4. 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 requires 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 will conduct a background investigation including 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.
4. Will be required to demonstrate ability to operate cable system and audiovisual equipment; will also be required to provide a videotape of a project or program applicant has produced.

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. Limited overtime.