



Career Service Authority

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Television & Video Production Support Technician

GENERAL STATEMENT OF CLASS DUTIES

Performs full performance, technical level production support work for Denver 8 by setting up studio and locations for video production and operating and maintaining television equipment.

DISTINGUISHING CHARACTERISTICS

Television & Video Production Support Technician is distinguished from the *Television Programmer*, which performs professional level work coordinating the preparation, scheduling, and delivery of television programming and coordinating the acquisition of television programs and promotional announcements. Next, the Television & Video Production Support Technician is distinguished from the *Television & Video Director/Editor*, which performs professional level work planning, directing, and editing studio, remote, field, live, and recorded productions. Finally, the Television & Video Production Support Technician is distinguished from the *Television & Video Producer*, which performs professional level work planning, producing, and coordinating studio, remote, field, live, and recorded productions.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented, and presented with some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Reads and analyzes work orders to determine locations, work procedures, sequence of operations, and equipment setups.

Observes sets or locations for potential problems and determines filming and lighting requirements.

Sets up studio or locations for video production, which includes the placement of lights, props, and sets. Constructs props and sets when necessary.

Operates television cameras and related equipment in a multi-camera production setting for studio, remote, live, and recorded productions. Operates videotape unit for studio, remote, live, and recorded productions.

Adjusts and positions television cameras and related equipment to change the focus, exposure, and lighting during taping of studio productions and live broadcasts.

Sets up and operates audio equipment and systems for studio, remote, live, and recorded productions.

Creates graphics and titles for studio, remote, live, and recorded productions by operating a graphics generator.

Inputs information and operates teleprompter for studio productions.

Troubleshoots and maintains production equipment to ensure proper working condition. Researches, tests, and customizes new equipment when necessary.

By position, may produce, direct, and edit specialized productions for individual city agencies, and operate the computerized playback system.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Creative Thinking – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new method where established methods and procedures are inapplicable or unavailable.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on the job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Self Management – Sets well defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Customer Service – Works with client and customers to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

Decision Making – Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people with varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Oral Communication – Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Reading – Understands and interprets written material, including technical material rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written materials to specific situations.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Knowledge of media production, communication, and dissemination techniques and methods.

Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Physical Demands:

Sitting: remaining in the normal seated position.
Lifting: raising or lowering an object from one level to another.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive Motions: making frequent movements with a part of the body.
Eye/Hand/Foot Coordination: performing work through using two or more.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

Working Environment:

Exposed to hazards from electrical, mechanical, and/or power equipment.
Handles emergency or crisis situations.
Possible night and weekend work.
Work is primarily performed in an office setting and frequently at other locations for meetings.

Education Requirement:

Graduation from high school or the possession of a GED Certificate.

Experience Requirement:

Two years of technical experience working with broadcast video equipment, including cameras, graphics, and audio.

Education/Experience Equivalency:

Associate Degree in Video Production or a directly related field will substitute for two years of experience.

Licensure and/or Certification:

By position, requires a valid driver's license.

CLASS DETAIL

FLSA CODE: Non-exempt

ESTABLISHED DATE: 9/16/1995

ESTABLISHED BY: Don Braden

REVISED DATE: 07/20/2008

REVISED BY: Melissa Palmer

CLASS HISTORY 07/20/2008 – Put the spec into the new format; Updated Essential Duties, General Statement of Duties, and Minimum Qualifications.