

Career Service Authority

Video Unit Administrator

Revised Date / /
Revised By Don Braden
EEOC Code 2 Professional
FLSA Code Non-Exempt
Est. Date 09/16/95

General Statement of Duties

Writes script and uses television and photographic equipment to complete videotapes on a variety of subjects for training and orientation purposes, schedules work and determines resources for meeting production requirements, maintains broadcast studio equipment and develops annual budget and sales forecasts.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Writes and assembles video productions used for training and orientation and maintains up-to-date videotape and photographic library.
 - *Knowledge of television production, script writing, storyboards, editing film and camera operations sufficient to be able to produce video productions from start to finish.*
2. Works with staff to evaluate needs and make recommendations about funds and resources available and project feasibility.
 - *Skill in utilizing the principles and practices of effective and persuasive communications to elicit and /or present explanatory or interpretive information.*
 - *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.*
 - *Skill in applying existing guidelines or creating new approaches to a variety of unprecedented and problematic situations for a unit or project.*
 - *Skill in exercising initiative, judgment and decision making in solving problems and meeting the objectives of the unit or project.*
3. Trains non-technical staff, including part-time and volunteer personnel, in the operation of broadcast equipment.

- *Knowledge of training techniques sufficient to be able to train others to perform the duties of the work assignment.*
- *Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
- 4. Operates, maintains and performs minor maintenance on broadcast television and photographic equipment, and modifies for optimum use.
 - *Skill in operating, adjusting and maintaining a broadcast television transmitter.*
- 5. Develops annual operations and capital budget, projects sales revenues and makes recommendations for projects and new equipment.
 - *Knowledge of addition, subtraction, multiplications, and division sufficient to be able to allocate financial resources in accordance with budget constraints and organizational objectives*
- 6. Develops and implements fee structure for sales of materials of commercial value, reports revenues earned and avoids copyright liability.
 - *Knowledge of sales forecasting sufficient to be able to develop and implement fee structures for the agency.*
- 7. Approves use of contract vendor services for special pre/post production services, and manages account.
 - *Knowledge of mathematics sufficient to be able to perform a variety of calculations.*
 - *Skill in exercising initiative, judgment and decision making in solving problems and meeting the objectives of the unit or project.*
- 8. Responds to staff requests on short notice for special video or photographic processing or services.
 - *Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
 - *Skill in establishing effective relationships with other employees, organizations and the public.*
 - *Knowledge of video or photo processing sufficient to be able to produce orders upon request.*
- 9. May monitor public news and informational displays and coordinate maintenance with outside vendor.

- *Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
10. May prepare photographic documentation of current facility, distribute the information to the general public, and inform the media and citizens of current projects.
- *Knowledge of cameras, technical color, lighting and other related equipment sufficient to be able to obtain quality photographs.*
 - *Knowledge of proper visual composition sufficient to be able to take photographs which are esthetically pleasing.*
11. Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
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Job Requirements

Level of Supervision

Performs lead work over contract to temporary employees.

Guidance and Decision Making

Guidelines are in the form of stated objectives for the unit, function or project. Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the unit or project. Employee is responsible for coordinating and supervising several tasks in which several phases may be in progress at once. Duties performed involve weighing and evaluating many factors requiring judgment, analytical ability, and problem solving. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented.

Physical Demands

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

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 hands.

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 movement with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Physical Strength

Lifting: Raising or lowering an object 10 – 25 pounds.

Vision Requirements

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.

Accommodations: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Mental Demands

Mathematical Reasoning

Oral Comprehension

Spatial Orientation

Written Comprehension

Working Conditions

Subject to many interruptions

Pressure due to multiple calls and inquiries

Minimum Education

Baccalaureate Degree in Television Production, Television Engineering, Marketing, Journalism or a related field.

Minimum Experience

Three years of broadcast production experience, including operation of cameras and production equipment, writing scripts or storyboard and editing tape, film or soundtracks.

Equivalency

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.