



CLASS SPECIFICATION FOR:

Television Operations Technician (Video Engineer)

General Statement of Duties:

Oversees and maintains the installation and operation of all hardware and software, while providing technical support associated with the operation of the County's government access television channel; performs related duties as required.

Distinguishing Features of Class:

An incumbent in this classification has primary responsibility for the design, management and maintenance of the audio-visual/telecommunications systems for the television studio; developing and implementing a system for the effective use of the County's telecommunications capabilities; coordination of television and video production activities in the studio and on location, to include the production of various informational videos, coverage of media events and teleconferences for both the general public and County employees; providing technical support to employees and departments/agencies in the use and utilization of County audio/visual and telecommunications equipment; and assuring quality control and appropriateness of all production. Technical support may include researching and resolving, or recommending resolution, of a wide variety of problems or questions. Works under general supervision from the Television Services Coordinator (Station Manager).

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Installs and maintains all audio, video, control, computer, lighting and satellite systems for the County's government access television channel and video production activities in the studio and on locations Countywide;
- Supervises all contract installation personnel and technicians providing service support for studio equipment and facilities;
- Provides engineering support for video productions;
- Regularly monitors and adjusts signal quality for the County's government access television channel;
- Operates, programs and monitors playback and master control equipment for studio;
- Researches, develops, and implements system and equipment upgrades for studio;
- Provides technical direction in the use audio-visual/telecommunications systems for the television studio;
- Provides training and assistance to end-users as needed;
- May be required to be on-call as needed to support the County's government access television channel and video production equipment and activities in the studio and on locations Countywide;
- Follows required procedures and creates and maintains necessary records as assigned;
- Follows and adheres to relevant County technology security and other technology policies as they apply to department specific television and video production activities in the studio and on locations Countywide, and advises end users on proper application of and adherence to policies;
- Develops and maintains a thorough up-to-date working knowledge and understanding of the production techniques, technologies and department-specific equipment utilized in television and video production activities in the studio and on locations Countywide;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Considerable knowledge of complete television studio equipment systems; ability to support, maintain and repair as needed all types of equipment used for the County's government access television channel and video production equipment and activities in the studio and on locations Countywide; ability to read, and consistently comprehend, interpret, apply and communicate technical information accurately; sound critical thinking skills and professional judgement with the ability to accurately troubleshoot equipment issues, determine root causes of issues and address issue(s) in a timely and cost effective manner; ability to oversee and supervise installation, maintenance and/or repairs to ensure proper mechanical operation of equipment; ability to maintain functionality of studio and equipment systems at all times; knowledge of the generally accepted principles and practices of the telecommunications field; ability to effectively coordinate activities with multiple agencies; good research skills with the proven ability to research issues and identify appropriate viable solutions; skill in the use of a personal computer including knowledge of and familiarity with commonly used media-graphic and business software; ability to work independently to manage own workload and meet deadlines, with minimal supervision; excellent interpersonal and communication skills to communicate technical information to non-technical audiences in user friendly language; ability to work independently and as part of a team; proven customer relations skills with the ability to establish and maintain effective and cooperative working relationships with other employees, representatives of County departments/agencies, vendors and the general public; ability to collaborate effectively to establish and



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maintain good working relationships; physical condition that permits activities including, but not limited to, light to moderate lifting, stooping, kneeling, climbing ladders, carrying, driving and working under adverse temperatures and/or weather conditions; excellent organization skills with the demonstrated ability to plan and execute work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines; ability to multi-task; sound political astuteness; personal accountability including teamwork and establishing and maintaining positive working relationships; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy with all end-users presenting with varying levels of understanding and needs in order to appropriately address requests, needs and issues; tact; and courtesy. Must be able to positively and appropriately represent the County in all work-related interactions. May require the ability to work on-call or a flexible schedule as needed.

Minimum Education and Experience:

Education: Four-year college degree in a relevant field of study such as mass communications, television production or other relevant field of study;

Experience: Three (3) years of relevant television production/direction and telecommunications work experience;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license to perform assigned duties at various locations Countywide as needed.