



CITY OF CHINO

Cable TV Production Coordinator

Definition:

Under limited supervision, plans, coordinates and performs technical duties in support of the City's cable television program operations and activities; installs, operates and maintains video production equipment in accordance with studio operations for Chino 3; performs pre and post production assignments; and performs a variety of technical duties relative to multi-media and cable operations.

Class Characteristics:

The Cable TV Production Coordinator is expected to perform assigned duties independently and may also provide general oversight over interns and lower level cable staff. Complexity and scope of operations vary dependent upon assignments.

Essential Duties:

- Organize, schedule and implement cable programming activities including script development, production and editing, photography and broadcasting, and other related activities.
- Oversee and participate in the production of cablecasting and streaming of City Council meetings, photographing events as needed.
- Set up, operate, and take down audio and video equipment such as television cameras, video recorders, microphones and lights.
- Oversee the maintenance of video and audio equipment; schedule and coordinate equipment repair and maintenance activities; recommend equipment replacement as required.
- Diagnose production related problems; recommend and/or perform modifications; perform minor repairs to lighting, audio and video equipment.
- Establish and maintain records of equipment used to monitor performance and to facilitate planning for maintenance.
- Assist with the selection and training of staff and/or volunteers and interns. May fill in for staff to ensure breaks and lunch are taken.
- Assist with budget preparation and budget monitoring.
- Consult and provide technical support to other departments and community organizations on audiovisual procedures and techniques.
- Interact with co-workers at all levels in the organization in a collaborative and customer-service oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential duties of the position. The ideal candidate

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will possess the best combination of training, skills, education and experience. A typical example includes:

Education:

- High school diploma or equivalent (required).
- College level course work in television, journalism, communications or a related field.

Experience:

- Two years of experience assisting in cable access programs, mass communications, television production, and/or broadcasting.

Ability to:

- Develop, plan and implement video production operations and activities.
- Troubleshoot equipment problems and perform basic repairs and maintenance of equipment.
- Install, calibrate, maintain and operate a variety of audio and video equipment associated with video production.
- Operate office equipment including computers and supporting specialized computer applications.
- Independently evaluate audio visual, sound, lighting, and graphic design problems and recommend creative solutions.
- Consistently meet program and division deadlines.
- Work with minimal instruction.
- Communicate clearly and concisely, both orally and in writing.
- Lift and carry equipment weighing up to 50 pounds.

Working Knowledge of:

- Principles and practices of Government and Education cable programming and video production development, planning and implementation.
- Modern and complex principles and practices of video production.
- Video systems, scripting, lighting, camera operation, editing techniques, proper library filing and cable television operations.
- Methods and techniques of programming and troubleshooting video equipment.
- Pertinent Federal, State and local codes, laws and regulations governing cable television programming, such as DIVCA regulations.

Special Requirements:

- Possess a valid Class C California Driver License and satisfactory driving record.
- Work a flexible schedule beyond normal business hours, including evenings, weekends, and holidays.

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- Be physically able to lift and carry video equipment weighing up to 50 pounds as required and meet all other physical requirements established by the City.
- Satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category II: 1, 3, 4, 6, 7, 8, 9, 10, 18, 22

Link to description [here](#)

Employee Unit:

SBPEA (Professional, Technical and Clerical)/Teamsters Local Union No. 1932

Revised: 9/21/17

Replacing Public Information Officer/Special Projects classification specification dated 04/27/15