

VIDEO TECHNICIAN  
PART TIME, TEMPORARY

DEFINITION

To perform responsible technical support duties related to the operation and maintenance of City-wide multi-media systems, including shooting, editing and production of video programming for a variety of platforms including social media, websites and broadcast as well as educational exhibits, broadcasting of city meetings and operation of television playback system.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Produce, shoot, edit and post video programming for public information and social media as well as internal and external training purposes; update City information for broadcast on government access channel.

Assist in producing live television broadcasts of City Council and board/commission meeting, events and emergency situations.

Create and design video graphics.

Work independently to take photos and video at a variety of City events and programs.

Assist in producing and/or directing special location field videos and performing related duties involving planning, script writing, directing and editing.

Operate a variety of technical equipment for televising and recording meetings and events; operate video and audio equipment, cameras, lights and video editing systems; provide audio-visual support to City departments.

Operate and maintain computers used to control multi-media devices and a variety of video playback systems.

Assist in preparing written instructions and providing demonstrations regarding the use of computer/video exhibits and computerized systems.

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Maintain equipment and identify problems or malfunctions; replace parts and repair equipment or secure vendor assistance; maintain service records and schedules.

Program channel content on a daily basis.

Order and maintain an inventory of supplies.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related work as required.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Video and photography production and post-production techniques; file conversion for web, social media, Mac and Windows platforms.

Final Cut Pro, Adobe Creative Suite (or similar software) Windows and Mac operating systems.

Operation of DSLR cameras for video recording and photography.

Audio/visual equipment, operation, and troubleshooting.

Live event direction & equipment operation, including video switchers and audio boards.

English usage, spelling, punctuation and grammar.

Customer service principles and public relations techniques.

Modern office equipment and procedures including use of word processing and database applications.

#### Ability to:

Perform technical support duties in the operation and maintenance of City-wide multi-media systems.

On a continuous basis know and understand operations, and observe safety rules. Intermittently analyze problem systems and equipment.

On a continuous basis, sit at a desk for long periods of time. Intermittently walk, bend, or stoop while repairing or installing equipment or working in the field; twist to reach

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equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Operate and maintain a variety of audio/visual equipment.

Use computer applications in audio/visual production activities.

Prepare clearly understood written instructions for use of computer/video exhibits and computerized systems.

Work evenings, weekends, and holidays as required.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work independently and successfully work in a team environment.

### Experience and Training

#### Experience:

One year of increasingly responsible experience in the operations of audio/video equipment including video production.

#### Training:

Equivalent to completion of the twelfth (12<sup>th</sup>) grade, GED, or higher level degree supplemented by college level course work in media communications or a related field.

### License or Certificate

Possession of a valid California driver's license by date of appointment.

05/04/22

02/13/19

11/05/15

05/12/12      Video Technician