Position Title: Video Production Specialist  
Pay Grade: NON.PB2  
Department: Marketing & Communications  
Bargaining Unit: NON  
Employment Status: Full-time  
FLSA Status: Non-Exempt  
Revised Dates: 1/17; 4/16, 9/13, 7/00, 8/98, 3/96  
W/C Code: 7610  
Established Date: 11/84  
EEO Category: Professionals  
EEO Code/Name: 0211 Illustrator Photographer

Job Overview Summary:
This is technical and creative work responsible for all aspects of television production, programming and distribution of television programs and video content for broadcast on the City’s Government access cable television station and for use on the city’s various social networking sites. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules or attendance or duty requirements, which may be established by City or department rules. Work is performed under the general direction of an administrative supervisor and is reviewed through conferences, inspection and the evaluation of results achieved.

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

Duties:
- Operates commercial-quality audio and video equipment such as HD television cameras, switchers, microphones, audio mixers, lighting equipment, video recorders/players, non-linear edit systems, character generators, and other post production equipment.
- Gathers all necessary equipment for production, including cameras, microphones, audio recorder, lights, and tripods; sets up equipment for field production; sets up lighting, if necessary.
- May act as technical video director to schedule shoots, set up and operate cameras, lighting equipment, teleprompter, wireless microphones and other audio equipment; monitors and adjusts equipment during recording/taping sessions.
- Plans, coordinates, creates, produces and directs single and multi-camera shoots and maintaining a video library.
- Utilizes computer graphics and special effects for video post-production in accordance with the overall production concepts.
- Plans and performs video post-production tasks which includes reviewing footage, making editorial decisions, tape logging, rough cuts, audio adjustment, color correction, and final editing.
- Compresses video projects for output and captures recorded video using software; encodes media as appropriate.
- May assist in the maintenance and updates/upgrades to TV equipment.
- Programs the automatic playback system and City bulletin board.
- Maintains video library.
- Oversees the technical and creative work of interns and volunteers; instructs interns and volunteers in the use of video production equipment and the production of television programs.
- Performs related work as assigned.

Minimum Qualifications:
Graduation from an accredited four-year college or university with major course work in mass communications, television production or related field, including one-year of progressive experience in video, digital or television production; or, graduation from a technical and vocational school in related field, including some work experience in video or television production; or, a combination of education and experience will be considered.
Knowledge and Skills:
- Considerable knowledge of television and video production, production equipment and television broadcasting techniques and its working principles, practices and techniques.
- Knowledge of the operation and preventative maintenance of video production equipment.
- Ability to operate commercial-quality video equipment such as cameras, switchers, character generators, microphones, audio mixers, teleprompters, lighting boards and linear/nonlinear edit controllers.
- Skill in setting up, operating and trouble-shooting video production and editing equipment.
- Skill in video nonlinear editing.
- Ability to maintain timing and alignment of live video production and editing systems.
- Ability to determine client needs and meet required deadlines.
- Ability to research, plan, organize and direct the production of video programs.
- Ability to operate and maintain equipment used in airing videotaped programs over cable television.
- Ability to instruct interns and volunteers in the use and care of production equipment.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with employees, interns, volunteers, other departments, City officials, and the public as necessitated by the work.

Required Responsibilities:
Successful demonstration of cultural competence, work standards, quality work product, productivity, and job knowledge are standard expectations for all city staff and employees.

Core Competencies:
- Adaptability/Flexibility
- Planning & Organization
- Problem Solving
- Safety Focus
- Teamwork

Necessary Special Requirements:
If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained.