

Job Class Code: 0864	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION

The purpose of this job classification (class) is to manage and oversee television, video, and audio recording, transmission, and archiving equipment, to include digital and analog equipment, and other related equipment and technology. The job class is responsible for troubleshooting, diagnosing, repairing (as appropriate), and coordinating outside repairs for equipment on an as-needed and on-going, structured basis. The job class works within a general outline of expectations and goals, developing work methods and strategic plans, under general supervision.

TYPICAL TASKS

- Specifies, procures, installs, documents, and maintains television, video, and audio equipment in television studio facility, other remote facilities around the City, and mobile production truck.
- Attends and provides operations and technical support during live meeting coverage, remote television/video production, and other major television/video production projects, which may include night/weekend hours.
- Manages the scheduling, set-up, use, and maintenance of studio, remote, and mobile production facilities, in coordination with the Production Division.
- Establishes and executes plans for the design and maintenance of relevant facilities and infrastructure, to include development of diagrams, drawings, and other documentary materials.
- In coordination with Operations and Production Division staff members, executes the department's overall video/television plan for creating video and audio content for the City.
- Provides technical support for television, video, and audio equipment in departmental offices and other City locations, on an as-requested basis, with the approval of supervisor. Utilizes skills and expertise to consult, specify, and recommend equipment solutions for departmental needs, as requested.
- Troubleshoots and generates solutions for IT-related issues, up to and in concert with limitations and standard operating procedures as set by the Department of Information Technology.
- Works to acquire basic skills and understanding to operate television/video production equipment such as cameras, teleprompters, character generators, etc., so as to be able to serve as a member of the Production Division staff, when required.
- Assists in emergency communications efforts by ensuring required technology is available and ready for use throughout any level of emergency response. Rapidly develops and deploys solutions to meet changing, dynamic demands during an emergency situation.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, and/or evaluates data or information, and may take or recommend action based upon such data or information.
Interpersonal/People Involvement	Partners with other staff, providing training, demonstration, explanation, and supervised practice, making recommendations based on technical expertise and accepted best practices.
Reasoning Requirements	Performs analysis of situations, adheres to established policies/rules/regulations, solves problems on a daily basis, and utilizes knowledge, skills, and experience to suggest alternatives, as appropriate.
Mathematical Requirements	Utilizes basic mathematical skills in areas such as budgeting, cost analysis, spatial/dimensional design, and similar areas.
Language Requirements	Extensively reads, reviews, and digests technical specifications for equipment. Writes procedures, training materials, recommendations, and related materials for use and review by staff and management.
Mental Requirements	Performs professional level work, in a variety of areas and situations, often without direct supervision. Requires highest degree of quality control and adherence to standards and best practices.
Decisions/Supervisory Control	Guides others in a training/mentoring role. Seeks input from end-users and supervisors in procuring and deploying technology solutions, and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES	
Knowledge	Thorough knowledge and understanding of the technology, equipment, and infrastructure involved in completing the tasks of the job class.
Skills	Extensive experience with video and audio equipment, including the technology within such equipment and the means for interconnection of such equipment, troubleshooting issues with equipment in-house, and maintenance and repair skills of such equipment.
Abilities	Exhibits the City's CARE Philosophy in all actions and interactions with other staff members and the public, at all times. Ability to work as part of a team to achieve departmental and City goals and missions.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in television, video, audio, technology deployment and maintenance, or a closely related field.
Experience	In addition to the vocational/educational requirements, this job class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
Special Requirement(s)	<p>Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.</p> <p>The work schedule for this position may frequently require the employee to work evening or weekend hours, on a variable basis.</p>

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.