

Job Title: OPS Multimedia Services Specialist

Compensation: \$18.23 - \$18.23

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 5

Position Summary:

Incumbents assist in all aspects of television programming and video production. Responsibilities may include developing, shooting and editing promotional and academic program content; operating video equipment and automated playback devices; developing and programming master control software weekly schedules with pre-recorded and live content; monitoring channel signal for quality assurance; working with cable outlets to provide accurate TV guide information and development of underwriting / sponsorship opportunities of programming.

Requirements:

Education:

Associate's degree in related field.

Experience:

Two years experience utilizing digital broadcast equipment.

** An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Customer service principles;
- Video production and editing techniques;
- Recordkeeping principles;
- Basic training principles;
- Computers and related software applications.

Skills:

- Recording and editing videos;
- Providing customer service;
- Preparing operational records;
- Communicating technical information to a non-technical audience;
- Providing training to end-users;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Incumbents may be subjected to electrical currents, dusts, extreme temperatures, work space restrictions, intense noises and travel.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Meets and confers with applicable internal departments in support of multi-media, telecommunications, and/or audio-visual efforts; selects appropriate technical approaches, equipment, and accessories required to complete assigned projects.	Daily 30%
2.	Prepares, edits, broadcasts, and shoots a variety of multi-media productions, which includes operating video equipment and automated playback devices; developing and programming master control software weekly schedules with pre-recorded and live content; monitoring channel signal for quality assurance; working with cable outlets to	Daily 30%

These duties are a representative sample; position assignments may vary.		Potential Frequency
	provide accurate TV guide information and development of underwriting / sponsorship opportunities of programming.	
3.	Installs, maintains, troubleshoots, and repairs applicable multi-media and/or audio-visual equipment; transports and sets up equipment; prepares audio and field equipment for shoots and broadcasts; and performs related duties.	Daily 25%
4.	Provides instruction on the proper use of audio/visual equipment.	Daily 10%
5.	Prepares a variety of reports related to operational and/or other related activities.	Daily 5%
6.	Performs other duties of a similar nature or level.	As Required

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