

Job Title: OPS Multimedia Services Supervisor

Compensation: \$20.10 - \$20.10

FLSA Status: Non-exempt

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

Pay Grade: OPS Career Level 7

Position Summary:

Incumbents coordinate and manage video production and television station operations. Responsibilities may include prioritizing and scheduling production activities; participating in the conception and completion of academic and promotional video content; overseeing and coordinating mobile live-to-tape productions; working with Marketing department to promote television station and content and supervising the lower level.

Requirements:

Education:

Bachelor's degree in a related field.

Experience:

Three 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:

- Supervisory principles;
- Project management principles;
- Applicable multi-media and audio-visual equipment setup, usage, and troubleshooting;
- Customer service principles;
- Video production and editing techniques;
- Recordkeeping principles;
- Basic training principles;

- Computers and related software applications.

Skills:

- Prioritizing and assigning work;
- Monitoring and evaluating employees;
- Coordinating multi-media productions and operations;
- Setting up, using, and troubleshooting multi-media and/or audio-visual equipment;
- 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.	Supervises staff to include: prioritizing and assigning work; developing policies and procedures; ensuring that employees follow policies and procedures; ensuring staff are trained; maintaining a healthy and safe working environment.	Daily 20%
2.	Coordinates production and multi-media services, which includes prioritizing and scheduling production activities; participating in the conception and completion of academic and promotional video content; overseeing and coordinating mobile live-to-tape productions; and performing related duties.	Daily 20%
3.	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 20%
4.	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%
5.	Provides instruction on the proper use of audio/visual equipment.	Daily 10%
6.	Prepares, reviews, and approves a variety of reports related to operational and/or other related activities.	Daily 5%
7.	Performs other duties of a similar nature or level.	As Required

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