



Maintain current knowledge with television technology and related field; research and analyze current and emerging broadcast, web and new media solutions; research new editing, motion, graphic, and color correction techniques.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current and emerging television and internet production procedures, practices, methods, techniques, and terminology.

Broadcast, web, and mobile streaming media standards, codecs and media delivery integration.

Media and video asset management.

Operation of professional television production equipment and post production software.

Professional television production equipment, audio-visual equipment, and other related equipment used in video editing and production.

Desktop computer operations and related peripheral equipment, and software applications including database management, word processing, and desktop publishing software.

Standard office principles, procedures, and practices including record-keeping and filing systems.

Proper English usage including grammar, punctuation, spelling, and sentence structure.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

Record retrieval and storage systems.

**ABILITY TO:**

Create and produce video and multimedia material.

Shoot, edit, add graphics and animation and other technology to assure quality finished product.

Coordinate pre-production to post-production activities to assure proper delivery of products, including digital delivery, DVD, web or broadcast television.

Complete work with many interruptions.

Maintain a variety of records, logs and files.

Utilize a computer to input data, edit and finalize production.

Establish and maintain co0 1 2.024 288.6nd maintain c

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Occasionally exposed to outside weather conditions.

Moderate noise level.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and assigned tools.

Seeing to read a variety of materials and view a computer monitor.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Lifting, carrying, pushing or pulling heavy objects.

Reaching overhead, horizontally and above the shoulder to install cables and wires.

Climbing ladders.

Personnel Commission Approval: January 8, 2014



---

Sheila Lopez  
Director-Classified Personnel Services

January 8, 2014

---

Date