

CLASS TITLE: COUNCIL VIDEO/MEDIA SPECIALIST

PURPOSE OF CLASSIFICATION: Under general supervision performs technical work supporting broadcast scheduling and video production activities for the Council's government access television and other related assigned duties.

ESSENTIAL TASKS:

- Performs daily activities essential for the broadcast scheduling and video production of Tulsa's Government Access Television Channel (TGOV) programs
- Participates in TGOV production activities, including camera operation, studio set decoration and technical lighting, audio and engineering work
- Collects and maintains reference materials, guides, City Council related public information, including some print and promotional pictures for production usage and may write, edit and design some publications
- Participates in the development and production of material for electronic reader board bulletins, on-demand/video streaming and editing and post-production of video products for television airing and online publishing
- Updates relevant web sites to keep information current
- May produce special video/media material for the Council/TGOV as required
- Works with other COT staff in the production of various informational programming, including job listings and departmental initiatives
- Identifies third-party video/media products to use in various broadcasts
- May lead/train the work of interns and volunteers to support video and production activities
- May participate in special video projects as requested
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experiences: Graduation from an accredited college or university with an associate's degree in multimedia production, broadcast journalism, public relations, communications or a related field and two (2) years experience in broadcast scheduling, video production/streaming, on-demand video and web site maintenance; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, Skills: Considerable knowledge of multimedia production and broadcast methods and techniques; good knowledge of video production equipment; good knowledge of platform for content publishing on the World Wide Web and intranets; and good knowledge of appropriate communication procedures. Ability to schedule broadcast activities; ability to lead communications personnel; ability to communicate effectively both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and may require irregular work hours.

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Class Code: 2513

EEO Code: N-02

Pay Grade: CS-64

Group: Engineering, Planning, and Technical

Series: Communications Operations and Maintenance

Effective Date: March 15, 2011