CLASS TITLE: TGOV PROGRAMS ADMINISTRATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for producing and broadcasting live and taped programming for Tulsa’s Government Television (TGOV) access channel(s), other special programming and related assigned duties.

ESSENTIAL TASKS:
• Produces in-house programming for TGOV, including public service announcements, news conferences, special feature programs and Council weekly business and committee, authorities, boards and commissions meetings
• Creates programs from inception to broadcast
• Trains personnel in camera and production booth operations and floor direction
• Interfaces with public information officers to produce government access programming
• Works with telecommunications staff and various cable channel technicians
• Ensures local and national government access channel standards
• Identifies, acquires, modifies, copies and disseminates existing broadcast material
• 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 Experience: Graduation from an accredited college or university with a bachelor’s degree in video production, communications or a related field, and three (3) years in a local government environment, including two (2) years of public or commercial broadcast experience, preferably with formal video programming or broadcast training; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of television programming production and broadcast methods and techniques; considerable knowledge of video production equipment; and considerable knowledge of appropriate communications procedures. Ability to utilize current video production software; ability to train communications personnel; ability to create video programming; ability to communicate effectively both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, computer mouse and video camera; occasional lifting up to 15 pounds and carrying up to 20 pounds; may be subject to walking, standing, sitting; 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 or studio setting; requires some travel to various local, state and national metropolitan locations to attend meetings; and requires some evening hours.

Class Code: 3501
EEO Code: N-02
Pay Code: CS-68

Group: Engineering, Planning, and Technical
Series: Communications Operations and Maintenance

Effective date: May 07, 2007