

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Video Production Specialist

CLASS CODE: 1822

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification provide technical assistance in the development and production of programming projects, and in the operation of television production equipment for the local government access channel.

DISTINGUISHING CHARACTERISTICS:

This is an entry-level technical classification in the Cable Communications and Telecommunications Series - Cable Technical and Production Group job family within the City of St. Louis. Incumbents within this classification perform routine to moderately complex duties with a limited variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for technical functions as a member of the video production team relating to the production of television programming.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Videotapes various events, meetings, and conferences.

Performs pre-production activities; writes or assists in writing program scripts; formats materials for programming; prepares graphics and story boards; sets up various video equipment for on-location and studio programs.

Functions as a member of the production team during productions; operates cameras, audio board, teleprompter, or other video equipment; directs productions.

Reviews programs and operates production equipment to edit audio and video, makes dubs, generates graphics, and produces the edited program.

Plays back programs on cable channels.

Logs tapes.

May provide guidance and instruction to production interns.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, guests on shows, other city employees and the public, on how to apply policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a video camera, video computer, editor, switcher, and production vehicles, and/or related materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, production forms, scripts and voice-overs, show formats, correspondence and general operating manuals.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as heat, bright lights, and electrical currents.

Physical Requirements:

Tasks require the ability to regularly perform moderately physically demanding work, typically involving some lifting, carrying, pushing, and pulling of moderately light objects and materials, up to twenty (20) pounds.

Requires the ability to stoop, kneel, crouch, crawl, balance, bend, and climb in order to perform production related duties such as operating cameras, lighting sets, running cables, and moving equipment.

Sensory Requirements:

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks such as setting color for cameras, editing video and audio, and camera operation.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.