

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Boyce R. Johnson

Work Phone: 266-6393

2. Class Title (i.e. payroll title):

City Channel Engineer

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Brad Clark

Work Phone: 266-4839

5. Department, Division & Section:

Information Technology, City Channel

6. Work Address:

Room 210, 215 Martin Luther King Jr. Blvd, Madison, WI 53703

7. Hours/Week: ~~37.50~~ 38.75

Start time: 1:00 pm

End time: 9:00 pm

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

April 1, 2011

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10. Position Summary:

Responsible and diverse technical work associated with Madison City Channel functions and services. The work involves researching, purchasing, installing, maintaining and repairing video broadcast equipment, hardware, software and systems to insure a high quality of on-air and online signals. The work also involves, as needed, producing and directing meeting coverage, event coverage, and public affairs programming. This class also provides, as needed, leadership and administrative support for production activities. The work is performed independently under the general supervision of the City Channel Manager, and is reviewed through periodic conferences and evaluations of finished products.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

30% A. Design, install, troubleshoot, repair and perform preventative maintenance on media systems
1. Repair and perform preventative maintenance on media production, editing, encoding, storage, and distribution equipment

2. Troubleshoot and diagnose problems with systems and components and determine appropriate service solutions
 3. Design physical systems and develop workflows for media production, editing, encoding, storage, and distribution systems
 4. Install and upgrade equipment and software for media production, editing, encoding, storage, and distribution systems
 5. Create and update system schematics and collect and organize user manuals and other documentation
- 30% B. Research and specify equipment and software, prepare and update long- and short-range purchasing plans
1. Research and specify equipment and software
 2. Prepare and update long- and short-range purchasing plans
 3. Establish and maintain relationships with vendors of broadcast and media equipment, accessories, supplies, and services.
 4. Prepare requests for quotes and prepare bid requests for large purchases
 5. Track capital spending and make appropriate changes to purchasing plans as necessary
- 10% C. Produce, direct, and edit meeting coverage, event coverage, and public affairs programming as needed
1. Direct coverage of "Ad-Hoc" meetings, presentations and other events, particularly complex productions that would require the presence of an on-site engineer.
 2. Produce and direct public affairs programming as needed.
 3. Direct coverage of regular City Channel meetings as needed (covering for vacations, etc.)
 - 4.
 - 5.
- 10% D. Develop and Maintain Madison City Channel database
1. Develop and maintain database of production and programming information
 2. Develop and maintain database of broadcast equipment, including purchase information and maintenance records
 - 3.
 - 4.
 - 5.
- 10% E. Research, purchase, and maintain production accessories and supplies
1. Research, purchase, assemble, and repair production accessories
 2. Research, purchase, and maintain adequate inventories of production supplies
 - 3.
 - 4.
 - 5.
- 5% F. Provide support for enterprise-wide media-related IT technologies and systems
1. Provide video conferencing support
 2. Provide support for streaming media servers and recorders
 3. Provide support for other enterprise-wide media-related IT technologies and systems as assigned
- 5% G. Perform related work as assigned.
12. Primary knowledge, skills and abilities required:

Knowledge of video and broadcast equipment and systems, including installation, maintenance, and operation. Knowledge of computer hardware and software as it relates to media production, editing, encoding, storage, and distribution. Ability to develop and maintain databases and/or database applications. Ability to troubleshoot and repair equipment and systems. Working knowledge of television/video production, methods and techniques, including: producing, directing, lighting, photography, audio operation and editing. Working knowledge of media encoding, storage and distribution systems and techniques and familiarity with broadcast automation systems.

Ability to exercise initiative in organizing, planning and directing design, purchasing, maintenance, repair, and long-range planning activities, including preparing and updating long-range purchasing plans. Ability to produce and direct live and remote television products, including assessing equipment and logistical needs and equipment set-up, placement, and testing. Ability to set up and test equipment and/or direct others to do so. Ability to establish effective working relationships. Ability to communicate effectively, both orally and in writing. Ability to work as a part of a team. Ability to work variable hours. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

Ability to lift up to 40 pounds.

16. Supervision received (level and type):

17. General Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.