

CITY CHANNEL ENGINEER

CLASS DESCRIPTION

General Responsibilities:

This is responsible and diverse production and technical work associated with Madison City Channel functions and services. The work involves producing live-on-tape programming and other video materials for Madison City Channel as well as installing, maintaining and repairing video broadcast equipment and systems that insure a high quality of On-air signal. This class provides leadership and administrative support for production activities; training, directing and evaluating production crew members; and serving on production crews. 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.

Examples of Duties and Responsibilities:

Design, install, troubleshoot, repair and perform preventative maintenance on audio and video equipment and systems. Recommend the use of outside vendors for major specialized repairs or modifications.

Develop and maintain procedural/instructional manuals, schematics, and materials relative to production activities and equipment operation. Oversee training on equipment operation and/or production techniques for staff and other City employees as requested.

Research and recommend production equipment purchases. Evaluate and determine appropriate computer hardware, networking and software as it relates to video production functions.

Coordinate the maintenance of adequate inventory levels and the maintenance and repair of equipment. Troubleshoot equipment problems, as necessary and provide training to staff.

Train, direct and evaluate hourly/work study crew members.

Purchase, assemble, and repair production accessories such as cables, connectors and adapters, etc.

Maintain computer systems and networks for video purposes. Maintain database of all City Channel computers including information on installed software and hardware.

Design, build, install and maintain special purpose computers. Perform necessary software and security updates on all computers not entirely supported by Information Services.

Assist City Channel Producer/Directors with production related activities.

Perform related work as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Working knowledge of television/video production, methods and techniques, including: producing, directing, scripting, lighting, photography, audio operation and editing. Working knowledge of video and broadcast equipment and systems, including installation,

maintenance, and operation. Working knowledge of media encoding, storage and distribution systems and techniques and familiarity with broadcast automation systems. Working knowledge of and ability to use 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. 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 exercise initiative in organizing, planning and directing production related activities, including pre-production planning, budgeting and scheduling of crews, facilities and equipment; and oversight of crew activities. Ability to provide training and supervise duties of production crew members. Ability to exercise initiative in organizing and coordinating multiple on-going projects. 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 project/production crew team. Ability to work variable hours. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Two years of directly related technical experience in television/video production which included the installation, repair and maintenance of video and broadcast equipment and systems operation. Such experience will normally be gained after completion of a two-year technical school degree in electronics or a related area. Possession of a 4 year degree from an accredited college or university in a field such as broadcasting, communications, electrical engineering or a closely related field, may be substituted for one year of experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Special Requirements:

Work involves covering meetings and other special events which occur outside normal work hours, including evenings and weekends.

Ability to meet the transportation requirements of the position.

Employees in this position will be expected to lift up to 40 pounds.

Department/Division	Comp. Group	Range
Information Technology/Madison City Channel	16	14

Approved: _____
 Brad Wirtz
 Human Resources Director
 Date