

CITY OF MADISON POSITION DESCRIPTION

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

Vacant

Work Phone: 267-8631

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

Program Assistant 1

3. Working Title (if any):

Programming Technician

4. Name & Class of First-Line Supervisor:

Brad Clark

Work Phone: 266-4839

5. Department, Division & Section:

Information Technology/City Channel

6. Work Address:

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

7. Hours/Week: 20-22

Start time: End time:

8. Date of hire in this position:

4/1/2011

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

N/A

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10. Position Summary:

This is responsible technical work in developing Madison City Channel program schedules and overseeing Master Control operations. This work is performed independently under the general supervision of the City Channel Manager.

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

40% A. Produce event logs, load digital files, assemble sequences, and maintain records for the automated Master Control system.

1. Create daily schedules for automation software program.
2. Maintain digital programming locations for broadcast and archival purposes.
3. Monitor and update daily schedules as needed.
4. Gather data for monthly reports.

- 25% B. Develop and maintain the weekly City Channel program schedule including both regular and special programming, as well as acquired programming and special requests.
1. Create and Maintain programming schedule.
 2. Perform data entry.
 3. Schedule viewer's requests.
 4. Coordinate external programming: receiving, copying/using, and returning tapes; scheduling and promoting programming; and playback times.
 5. Maintain electronic program schedule.

- 35% C. Process payroll for work study employees. Update website information as needed. Perform other related work as required.
1. Coordinate with new work study employees on getting into the UW payroll system.
 2. Acquire payroll balance for monitoring purposes.
 3. Handle customer duplication requests.
 4. Perform miscellaneous office work as required.
 5. Distribute email notifications and other materials.
 6. Maintain schedule to other distribution venues (TV Guide, TV Media)
 7. Enter data into web program schedule database.
 8. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of office administrative methods, practices and equipment. Working knowledge of English composition, correct punctuation, spelling, grammatical usage and acceptable business letter and report formats. Working knowledge of television programming, scheduling and cable casting methods, procedures, and techniques of the master control and character generator operations. Working knowledge of technology applicable to television broadcasting. Knowledge of business math and basic accounting practices. Ability to prepare finished letters, memorandums and reports from rough draft, outline or original composition. Ability to type (see Note). Ability to gather, organize, review and report information. Ability to develop operating systems and procedures and to learn technical and administrative program requirements and procedures. Ability to carry out administrative details efficiently and independently and meet deadlines. Ability to use office equipment effectively, including telephones, copiers, fax machines, computers, etc. Ability to prepare basic financial and statistical reports. Ability to make decisions within policy constraints and to interpret complex department, City or funding source policies to the general public, the business community, or other special interest groups. Ability to perform mathematical calculations and maintain accounting records. Ability to maintain effective working relationship with employees, managers, program participants and the public. Ability to communicate effectively both orally and in writing. Ability to follow and give oral and written instructions. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Training and Experience: One year of office/clerical, technical or related experience in a television programming or a cable casting environment. College level work in an area related to television programming and/or production may be substituted for experience on a year-for-year basis. 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.

15. Physical requirements:

16. Supervision received (level and type):

General

17. 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.