

CITY OF MADISON POSITION DESCRIPTION

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

Work Phone:

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

3. Working Title (if any):

Media Team Leader

4. Name & Class of First-Line Supervisor:

Rich Beadles, Technical Services Manager

Work Phone: 261-9649

5. Department, Division & Section:

Information Technology Media Team

6. Work Address:

Madison Municipal Building
205 Martin Luther King Jr. Blvd Room 210

7. Hours/Week: 38.75

Start time: 8:00 End time: 4:15

8. Date of hire in this position:

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

10. Position Summary:

This is responsible leadership work involving program management, and advanced technical work for the Information Technology Department Media Team. The work involves scheduling, assigning, and overseeing the activities of employees and crews performing a variety of media related technical and video production functions. Under the general supervision of the Technical Services Manager, the work is characterized by direct responsibility and accountability for planning, coordinating and completing projects and assignments and by the frequent need to apply independent judgment and discretion in situations where supervisory input is not readily available. Responsibilities also include performing technical work related media systems, and equipment and software, and maintaining media production databases and the webcasting platform, Mediasite, in an as needed or back up capacity.

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

- 30% A. Oversee full-time and part-time permanent staff and part-time work-study and hourly staff
1. Schedule part-time, work-study and hourly staff
 2. Collect, examine and approve staff timesheets
 3. Assign Producer/Directors to special productions and video projects
 4. Set agenda and conduct weekly staff meetings
 5. Prepare daily work plans, communicate assignments to crew members, make daily reports to supervisor and revise plan and assignments as necessary.
 6. Monitor the work of crews and employees and report performance problems to supervisor for action. Evaluate employees on a regular basis and provide feedback to both employees and the supervisor.
 7. Provide input concerning the completion of probationary/trial periods and the retention and/or re-employment of seasonal/hourly employees.
 8. Enforce departmental and City-wide rules and regulations; report and record employee attendance and adherence to rules and regulations; and follow-up on inappropriate behavior through training or verbal explanation.
- 25% B. Video Productions
1. Set up equipment / supervise the setting up of equipment
 2. Oversee production assistants
 3. Direction of crew during production
 4. Post Production, editing and encoding
 5. Coordinate with outside producers / hosts, production contacts and venue contacts.
- 10% C. Media systems, in a back up or as needed capacity
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
- 5% D. Equipment and software, in a back up or as needed capacity
1. Research, specify, and purchase 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, bid requests, and HEAT purchase requests for purchases over \$1000 and purchase items under \$1000
 5. Track capital spending and make appropriate changes to purchasing plans as necessary
- 10% E. Media productions database, in a back up or as needed capacity
1. Develop and maintain FileMaker database of production, programming, and engineering information
 2. Install, configure, and maintain FileMaker server software and FileMaker client software
 3. Enter in replay times and links into Filemaker and the Web app. when special presentations are created.
 4. Enter in catalog information for external programming into Filemaker and the Web app.
 5. Enter in meeting links into Filemaker and the Web app. after the schedule event has been created.
 6. Check kill dates for all programming and remove when necessary.

7. At year end, enter all replay dates into the Web app and Filemaker for the following year.
- 5% F. Maintain Mediasite on a daily basis , in a back up or as needed capacity
1. Schedule meetings in Mediasite.
 2. Schedule special presentations as needed.
 3. Upload edited meetings.
 4. Create presentations for special programming as needed.
 5. Upload videos to Youtube when appropriate.
- 5% G. Training
1. Train and orient new employees on job skills; safety procedures; and other department rules, procedures and procedures.
 2. Train production assistants on use of equipment
 3. Create training documents / outlines
- 10% H. Administrative tasks
1. Process work study payroll.
 2. Review payroll reports for errors or deficiencies.
 3. Create/distribute monthly programming reports for the preceding month.
 4. Handle customer DVD duplication requests.
 5. Distribute program schedule email notifications.
 6. Send monthly program highlight information to the web team.
 7. Market appropriate productions using social media and other marketing tools.
 8. Schedule productions and reserve studio and needed equipment/facilities
 9. Communicate with clients and potential clients on special productions/projects
 10. Maintain personnel, production and related records.
 11. Perform related duties as assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of television/video production, methods and techniques, including: producing, directing, scripting, lighting, photography, audio operation and editing. Thorough knowledge of video and broadcast equipment and systems, including installation, maintenance, and operation. Thorough knowledge of media encoding, storage and distribution systems and techniques and familiarity with broadcast automation systems. Thorough knowledge of computer hardware and software as it relates to media production, editing, encoding, storage, and distribution. Thorough knowledge of television programming, scheduling and cable casting methods, procedures, and techniques of the master control and character generator operations. Thorough knowledge of technology applicable to television broadcasting. Working knowledge of non-linear editing products and graphic design software. Knowledge of project planning and budgeting techniques. Ability to exercise initiative and creativity in planning and directing production related activities, including pre-production planning and subject research, budgeting, facilities and equipment; and oversight of crew activities. Ability to effectively plan, assign, and lead complex work of employees and crews. Ability to assess workloads and assign staff in accordance with work goals and in response to changes. Ability to train and motivate others to work efficiently and cooperatively. 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 exercise initiative in organizing and coordinating multiple on-going projects. Ability to provide training and supervise duties of production crew members. 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 executing design, purchase, maintenance, repair, and long-range planning activities, including preparing and updating long-range purchasing plans. Ability to establish effective working relationships. Ability to communicate effectively with clients and co-workers, both orally and in writing. Ability to work as a part of project/production crew team. Ability to occasionally work variable hours (including nights and weekends) and be flexible. Ability to maintain adequate attendance.

13. Special tools and equipment required:

N/A

14. Required licenses and/or registration:

Valid Wisconsin Driver's License

15. Physical requirements:

Ability to lift 50 lbs, operate a motor vehicle, climb stairs and ladders, and maneuver in tight locations behind equipment racks, etc

16. Supervision received (level and type):

Work is performed independently under limited supervision of the IT Technical Services Manager

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.