

VIDEO ASSISTANT

DEFINITION

Operates a variety of video production, automated video playback and webcasting equipment for KHRT, the City of Hayward's PEG (Public Education Government) television channel. Records and edits original productions created by KHRT for City Departments and Community Organizations. Conducts live broadcasts of public meetings, playback of previously recorded video programs and performs other work as required. Work schedule is event driven and consists of both weekday, evening, and on occasion weekend hours for coverage of live meetings and events, or as situations may arise.

DISTINGUISHING CHARACTERISTICS

This is an entry level class and is distinguished from the Audio Video Specialist in that the work consists primarily of assisting and providing backup to the Audio Visual Specialist in the operation of audio visual equipment in support of live broadcasts and video recording sessions. This position has more responsibilities than the Audio Video Specialist in the maintenance of the computers in the Broadcast Room. The Video Assistant is not responsible for project planning/management, script preparation, major video editing, and exercising supervision over staff or vendors.

SUPERVISION RECEIVED

Receives direct supervision from the Data and Systems Coordinator and receives training from the Audio Video Specialist.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Operates video cameras (both in-house studio, Council Chambers and in the field), and other video and audio equipment for live and playback broadcasts.

ESSENTIAL DUTIES (continued)

Integrates appropriate graphics into live and pre-recorded productions.

Operates, monitors, and adjusts microphones, video/audio mixers, and control panels.

Provides level 1 technical support for issues with audio visual equipment including, but not limited to video cameras, projectors, switchers, control panels, the voting system and displays/monitors, and also forwards escalated issues to the Audio Video Specialist or the appropriate vendor for resolution.

Renders the output of projects to a variety of media (tape, DVD, WMV, MPEG, QuickTime, and other digital formats). Dubs and copies materials as needed for City Staff and residents.

Maintains the computers in the Broadcast Room including hardware maintenance and repair and software installation.

Operates field production equipment for remote shoots; gathers supporting footage for video projects as needed.

Sets up and configures audio visual and related computer equipment in City conference rooms.

Assists with a variety of production work including set design, lighting and microphone set-up.

Delivers live webcasts and other live/archived streaming media content to both internal City Departments via the intranet, and to residents via the City website.

Maintains electronic program log and broadcast schedule, creates playlist, and automates broadcast content whenever possible.

Organizes, updates, and/or modifies the media library including video tapes, DVDs and archiving digital video files on video servers.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and techniques of television and video production, engineering and equipment.

Current trends and developments in multimedia technologies.

Technology troubleshooting methodology.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Broadcast industry best practices and standards.

Generalized computer hardware including desktop computers, laptop computers, printers/ scanners and also computer software including operating systems and office productivity.

Specialized computer hardware including video production workstations, video servers and streaming media servers, and software including video capture, encoding, editing, and audio visual file formats.

Ability to:

Prioritize and manage a wide variety of audio visual projects and tasks.

Operate and maintain audio visual equipment.

Work independently.

Meet established deadlines.

Work effectively under pressure.

Communicate effectively in writing and verbally.

Establish and maintain effective working relationships with other employees, City Council, members of City Boards and Commissions, and other clients and community members as required.

Provide excellent customer service.

Adapt, learn, update and apply new audio visual technology skills in a continuously changing technical work environment.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

None.

EXPERIENCE AND EDUCATION (continued)

Education:

Equivalent to completion of the 12th grade.

Licenses and Certificates:

Must possess and maintain a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: the ability to work in a standard office environment and use standard office equipment and current software; to grasp, perform repetitive hand movements, walk, stand, crouch, reach, twist, turn, kneel, bend, crawl under workspaces, squat, stoop and safely lift and move equipment and materials weighing up to 50 pounds, climb a 6 foot ladder, and also sit for extended periods during meeting broadcasts; converse by telephone, by email, in person, and be clearly understood; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties. Employee must work flexible hours, including night meetings. Essential functions and qualifications must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One Year

906CS11

February 2012

AAP GROUP: 5

FPPC STATUS: Non-Designated

FLSA STATUS: Non-exempt