



Village of Palmetto Bay

Position Description

POSITION POSTING DATE: FRIDAY, MARCH 6, 2015

POSITION CLOSING DATE: FRIDAY, MARCH 20, 2015

No applications will be accepted after 5:00 p.m. (local time) on the closing date.

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|---------------------------|-------------------------------------|
| POSITION TITLE: | TV & Camera Technician |
| FUNCTIONAL AREA: | Office of the Village Manager |
| SALARY RATE/GRADE: | Min. \$15.38 – Max. \$ 25.74 ; PG 5 |
| CLASSIFICATION: | Part-Time; Non-Exempt |
| APPROVED/ UPDATED: | March 2015/March 2015 |

General Summary: This position is generally responsible for producing, editing and finishing programs for the Village's cable television channel, WBAY, the Village website and the Village's YouTube channel. The position also streams live video of all Council meetings and other public meetings on the cable channel and Village website.

Supervision Received and Exercised: Works under the general supervision of the Communications Manager. No supervisory duties are assigned to this position.

Essential Duties and Responsibilities

- Operates video cameras during Council meetings and other public meetings, and broadcasts live on WBAY, broadcast systems and on the Village website.
- Creates graphics, presentations, animations for new and existing TV and/or video programs.
- Operates computerized video editing equipment to finish programs and program segments for cablecast and internet broadcasting; takes field video footage and assembles into finished programs and videos as directed; uses editing techniques including scene pacing and timing, short transitions, graphics, lighting, and digital effects.
- Creates, writes, produces and edits new shows for WBAY, YouTube or other broadcasting program as directed and uploads content accordingly; ensures timely uploading of videos and programming as required.
- Performs duties involving studio set-up, video duplication, direction of studio and field production, video graphics, and character generation.
- Performs other related tasks as required.

Minimum Qualifications:

Education & Experience:

- ♦ Bachelor's Degree in Journalism, Communications, Public Relations, Broadcast Media, Digital Media or related field.



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- ◆ Two (2) years of related experience; additional experience beyond the two years may substitute for the Bachelor's Degree on a year for year basis.
- ◆ A valid motor vehicle operator license issued in the State of Florida.
- ◆ Must be proficient in Microsoft Office.

Other Required Competencies:

- ◆ Considerable knowledge and skill in AV production and editing systems, lighting, and picture composition aesthetics
- ◆ Considerable knowledge of the principles, practices and techniques of video editing, cable television production and broadcast journalism and skill in all of the foregoing areas.
- ◆ Ability to operate field and studio cameras and video editing equipment.
- ◆ Proficiency in oral and written communications.
- ◆ Must be a self-starter and able to work quickly, juggle multiple projects and work under pressure and tight deadlines.
- ◆ Ability to maintain effective working relationships with the general public, co-workers, elected officials, and other agencies.
- ◆ Requires the ability and willingness to work varying shifts, evening and night hours to cover Council and public meetings which are scheduled after 5:00pm
- ◆ Must be able and available to work weekends when required.

Working Conditions & Physical Factors

- Work is primarily performed indoors in an office environment.
- Must be able to lift, carry, push and pull articles weighing up to 30 lbs.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, email and personal contact
- Requires the physical capability to effectively use and operate various computer and electronic equipment, such as but not limited to, TV and camera equipment, a personal computer, calculator, copier, scanner, fax machine, etc.
- Requires sitting for an extended period of time and periodic standing, walking, climbing, carrying, bending, kneeling, crawling, pushing or pulling.

The minimum requirements may be waived by the Village Manager based on experience and other qualifications. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.

Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment, which may include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.