



Village of Palmetto Bay

Position Description

POSITION POSTING DATE: FRIDAY, APRIL 8, 2016

POSITION CLOSING DATE: OPEN UNTIL FILLED

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

POSITION TITLE:	Videographer/ Video Editor
FUNCTIONAL AREA:	Human Resources Department
PAY GRADE:	PG 15
PAY RANGE:	Min. \$14.16 – Max. \$ 22.66
CLASSIFICATION:	Part-Time; Non-Exempt
APPROVED/ UPDATED:	September 2015/ September 2015

General Summary:

The position involves technical work in videography and video editing for a government access cable channel and webcasting. Incumbents are responsible for operating video cameras and video editing equipment, and broadcasting edited and finished videos on the Village's television station, website and other social media channels.

Supervision Received and Exercised: Works under the general supervision of the Human Resources Director or designee. No supervisory duties are assigned to this position.

Essential Duties and Responsibilities

- Operates video cameras during Village events and meetings and broadcasts on the Village's government access cable channel, the Village website, and other social media such as YouTube.
- Operates studio cameras to videotape specialty programs, utilizing studio and field lighting to achieve technical and artistic levels of lighting for optimal video images.
- 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; uses editing techniques including scene pacing and timing, short transitions, graphics, lighting, and digital effects.
- Creates graphics, presentations, animations for new and existing TV and/or video programs.
- Uploads finished video content and programming to the Village government access channel, website and other social media in a timely manner
- 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:

- ◆ High School Diploma or equivalent.
- ◆ One (1) year of prior work experience in audiovisual production and editing.
- ◆ A valid motor vehicle operator license issued in the State of Florida.



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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.
- ◆ Ability to operate field and studio cameras and video editing equipment for finished programs.
- ◆ 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.
- ◆ Must be able to work varying shifts, evenings, holidays, and weekends..

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.