



Position Description

CABLE TELEVISION PRODUCTION ASSISTANT

GENERAL PURPOSE

Performs tasks related to the production and presentation of local programming.

DISTINGUISHING CHARACTERISTICS

This classification is an at will, part-time position in the Cable Television Department. This position works a nontraditional work schedule, which may routinely include evening and/or weekend work. Cable TV Production Assistants work independently or may be teamed with other CATV Department personnel and/or other City Department personnel to perform a variety of duties, which are focused on community, based local origination video production. This is an advanced level position designed for students in local community college or four-year college programs.

SUPERVISION RECEIVED

Works under the general supervision of the Programming Coordinator with overall direction provided by the Cable Television Director. May be required to work independently on assignments or during televised coverage of civic meetings being telecast on San Bruno Cable Channel 3.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Assists in planning and preparation of local programming productions.

Assists in on site preparation for local programming productions including video and audio equipment setup and testing.

Assists in breakdown and storage of equipment following local programming productions.

Assists in video taping local programming productions including athletic events, community activities, and local government meetings.

Monitors video playback of local programming.

Maintains information appearing on community billboard.

Supports in the maintenance of production equipment.

Performs a variety of miscellaneous duties including data entry and filing of reports, equipment and supply inventory control.

And also performs other duties related to the operation of San Bruno Cable Channel 3.

PERIPHERAL DUTIES

Serves as a member of various employee committees, as assigned.

MINIMUM QUALIFICATIONS

- (A) Graduation from a high school or GED equivalent.
- (B) Any equivalent combination of education and experience.
- (C) Preference may be given to applicants who participated in volunteer training program or worked previously as a Cable Production Aide I/II

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the equipment, facilities, operations and techniques used in the production of local television programming.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to effectively assist in the production and presentation of local television programming; Ability to establish and maintain effective working relationships with employees, supervisors, volunteers, participants and the general public; Ability to communicate effectively orally; Ability to give and understand oral instructions

SPECIAL REQUIREMENTS

None, but employee must be at least age eighteen (18) and possess a valid California Drivers license in order to drive city vehicles.

TOOLS AND EQUIPMENT USED

Various television equipment including: video camera, audio mix console, camera, tripods, video switch unit, video tape recorders, television receivers and transceivers, wave form vector scope, and personal computer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus. The employee must have the ability to distinguish the color spectrum.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The employee occasionally works within the confined space of a video production room and/or trailer.

The noise level in the work environment is usually moderately loud when working in the production office and in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience: oral interview and reference check; job related tests may be required.

Effective Date: January 11, 2000

Resolution Number: 2000-1

Revision History: