

## Position Description

### **CATV PROGRAMMING MANAGER**

#### **DEFINITION**

Under general administrative direction of the Cable Television Director this position is responsible for planning, organizing, managing and directing the programming and production related operations of the governmental and educational cable channels. The CATV Programming Manager also trains, supports and manages staff and volunteers in the performance of their assigned duties related to the production of local produced programming.

#### **SUPERVISION RECEIVED**

This position works under general direction of the Cable Television Director.

#### **SUPERVISION EXERCISED**

Provides indirect or direct supervision to temporary, part-time production aides, interns and volunteers as necessary.

#### **DISTINGUISHING CHARACTERISTICS**

This professional/technical position is responsible for the production of local origination programming. The position is responsible for compliance with local, state and federal statutes, rules and regulations applicable to CATV operations. Requires ability to work a flexible work schedule including evenings. This position is classified as a Fair Labor Standards Act (FLSA) exempt position.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)**

Assists in the planning, directing, and operation of the local origination division; including but not limited to the following: scheduling, productions, budget preparation and monitoring, and publicity.

Establishes and maintains liaison with national cable organizations, cable companies, production vendors, city departments, governmental agencies and the public relating to the Cable Department's activities.

Provides video technical support and participates in inter-departmental committees to expand support and local video programming.

Directs and produces a variety of programs for both live and taped presentation on the cable system network.

Actively participates in the local origination operation while overseeing the equipment use, maintenance and training of staff and volunteers.

Other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles and techniques of television programming, sources of public television programming, structure and operations of a cable television system; FCC rules and regulations pertaining to system operations, and operation of standard industrial quality television equipment and cameras; basic applications of word processing, spreadsheet, power point and printer operations.

#### **Ability to:**

Analyze technical problems and adopt appropriate courses of action; research and develop program ideas and concepts; work effectively with employees and the public; operate a local origination cable television channel in accordance with related regulations and City policies; communicate effectively both orally and in writing; provide technical assistance and information to assist staff and other departments with video and still photo related issues.

### **EDUCATION AND EXPERIENCE**

An AA/AS degree from an accredited college in video production or related field, and two (2) years experience as a video tape editor, technical director, camera operator or studio director, including at least six (6) months as a lead worker responsible for subordinate staff. Supervisory experience is desirable. A Bachelor's degree in a related field is desirable.

OR

Four (4) years experience as a video tape editor, technical director, camera operator or studio director, including at least six (6) months as a lead worker responsible for subordinate staff. Supervisory experience is desirable.

Any combination of education and/or experience that provides the knowledge, skills and abilities necessary for successful job performance is acceptable.

### **TOOLS AND EQUIPMENT USED**

Vehicle, telephone, fax, computer, hand tools, and video test equipment.

### **SPECIAL REQUIREMENT**

Possession of and ability to maintain a valid California driver's license

### **PHYSICAL DEMANDS**

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

Incumbent generally works in an office setting, but is often required to drive self and equipment from location to location and move, lift or otherwise haul bulky camera and other equipment weighing in excess of 50 pounds from vehicle to video production site. Occasionally required to climb ladders and work on light grid. Appropriate hand eye coordination and manual dexterity to operate equipment is required. The employee frequently stands, walks, sits, uses a telephone and uses a PC with VDT screen for extended periods of time.

### **WORK ENVIRONMENT**

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

The work environment may be in various settings: office studio, remote trailer, production facility, outdoor and field locations. Flexible work schedule is required due to number of evening meetings and weekend activities, which generate local origination programming opportunities. Some travel to other agencies or to vendor locations is required.

### **SELECTION GUIDELINES**

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

Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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