



NEW:  
07/01/2012

JOB TITLE:	VIDEO SPECIALIST
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8327
BARGAINING UNIT:	CLAA

**SCOPE OF RESPONSIBILITIES**

Assumes responsibility for taping and editing videotape for the school district's television and media productions and for the operation and maintenance of video production equipment.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Provides technical direction for television productions in studio and field environments
- Edits special media projects and audio and videotapes
- Acts as technical liaison on audiovisual projects with school personnel
- Operates and performs operator maintenance on video and editing equipment
- Operates and organizes the use of studio production equipment
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

- Bachelor's Degree
- Two (2) years experience in field and studio television production
- Experience in broadcast audio, and television direction and design
- Experience with master control operations
- Valid driver's license
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Experience in design and installation of video systems
- Knowledge of electronic circuits and ability to read schematic diagrams
- Experience in still photography
- Knowledge of FCC rules and regulations