

## **PRODUCTION COORDINATOR**

### CODES/PAY RANGE

Class Code: 1018

EEO Code: C

Pay Range: 123

### MAJOR FUNCTION

Responsible technical work coordinating the electronic media for County Information.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Writes, produces, directs, and edits county video productions for the purpose of informing the general public about the county's services, policies, programs, future plans, and current events that effect the citizens of the county.

Produces programs from format conception through final production.

Operates video equipment, lighting and audio while conducting interviews.

Assesses the county's current and future video requirements.

Produces video programs concerning training, communications, and public relations for other county divisions.

Writes scripts for programs. Writes specifications for audio visual equipment. Designs and builds sets. Sets up lighting equipment. Edits film.

Does still photography for county publications and news releases.

Supervises subordinate personnel assigned to video production.

Assists with emergency public information responsibilities.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of video program production. Knowledge of available equipment to do the job.

**(Production Coordinator continued)**

Knowledge of still photography, video graphics, studio lighting, and audio productions.

Ability to write scripts for video programs. Ability to design and build sets. Ability to write specifications for audio visual equipment. Ability to operate applicable equipment. Ability to schedule and manage concurrent projects and programs. Ability to communicate effectively, both orally and in writing. Ability to establish effective working relationships.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Broadcast Journalism, Communications, Electronics, Visual Arts, or related field, and two (2) years experience in audio visual or communications related experience for program production.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

**ADA REQUIREMENTS**

Physical Demands: Medium to Heavy work. Ability to see, hear, lift (50 lbs.), stand, grasp, crouch, climb, turn, walk, pick, pinch, push, pull; manual dexterity. Ability to traverse uneven, broken or wet terrain. Ability to tolerate heights and continuous motion resulting from scaffolding, helicopters, airplanes, boats, auto/trucks.

Environmental Demands: Both inside and outside work. Ability to tolerate heat, humidity, odors, cold, dust, noise fumes. Exposure to closed, confined spaces and chemicals.

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; letters, memos, safety instructions, newspapers, periodicals. Ability to perform shop math and basic math. Ability to write scripts, memos, reports, letters, instructions and procedures. Ability to speak publicly; conversant in theory and practices of discipline.

Revised 10/94