

**Lane Council of Governments
Job Classification**

Job Title:	Video Manager	FLSA Status:	Exempt
Division:	Regional Technology Services	Range:	25
Reports To:	Associate Director	Last Revised:	August 2000

General Statement of Duties

Plans, organizes, manages and evaluates video production services for member agencies; coordinates the educational/institutional use of a cable television channel and public use of the community television facility.

Supervision Received

Work is performed under applicable policies, guidelines, telecommunications standards and managerial direction. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided.

Supervision Exercised

Plans, organizes, assigns and evaluates the work of technical staff; provides training as needed.

Resource Responsibility

Moderate responsibility for financial and human resources. Includes final decisions or recommendations involving effective use of resources with only general checks for reasonableness of actions. Decisions made within policy guidelines.

Essential Job Functions

Initiates and fulfills interagency agreements for television services; processes agreements; works with member agency staffs to determine needs and benefits of service; secures additional funding for program.

Plans, organizes, assigns and evaluates the work of technical staff; provides training as needed.

Produces and directs video tape programs; coordinate productions with staff; determines production cost estimates; oversees writing of script; coordinates the various aspects of video tape production.

Researches, specifies and orders video equipment; initiates and contracts for facilities construction and modification.

Administers public access television program; receives public input; resolves conflicts and disagreements.

Establishes policies, procedures, and performance standards to assure efficient and effective video production operations and services.

Prepares, explains and defends program budget and work plan; monitors budget expenditures for need and appropriateness.

Other Job Functions

Maintains contact with other video professionals through participation in local, state and national organizations.

Responds to inquiries, complaints, problems or emergencies affecting the availability or quality of services.

Performs other related duties as assigned.

Working Conditions

Duties are primarily performed in an office environment while sitting at a desk or computer terminal, with occasional lifting of video equipment weighing 15 to 50 lbs. Some travel to and from production facilities is required.

Knowledge, Skills, and Abilities

Thorough knowledge of video production methods, practices, techniques and equipment.

Considerable knowledge of video production equipment, their uses and capabilities.

Considerable knowledge of legal requirements, standards, regulations, and laws applicable to video production and public access television.

Considerable knowledge of contract management, budget preparation, expenditure control and record keeping.

Knowledge of supervisory principles and practices.

Ability to plan, organize and coordinate, schedule, assign and evaluate the work of technical support staff.

Ability to develop program goals and objectives and conduct planning activities.

Ability to analyze and evaluate operations, develop and implement corrective actions.

Ability to establish and maintain effective working relationships with employees and representatives of other agencies.

Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex issues or regulations.

Ability to develop and implement innovative services in area of assignment.

Physical ability to perform assigned work.

Education and Experience

Bachelor's degree in video production or related field; five years progressively responsible experience providing video production services, including supervisory experience; or any combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job.

Licenses, Certificates, and Other Requirements

Valid Oregon State driver's license or the ability to obtain reliable transportation to a variety of sites within Lane County.