

**Lane Council of Governments
Job Classification**

Job Title:	Video Technician I	FLSA Status:	Non-Exempt
Division:	Regional Technology Services	Range:	8
Reports To:	Video Manager	Last Revised:	October 2002

General Statement of Duties

Assists in operation of television station and production of governmental video programming for general public and/or in-house purposes.

Supervision Received

Work is performed under direct supervision and work performance is evaluated through periodic checks and through the adequacy and timeliness of services provided and results observed.

Supervision Exercised

None.

Resource Responsibility

Little or no responsibility for monetary or human resources. Work is subject to review and checks.

Distinguishing Features

Positions assigned to the Video Technician I classification are distinguished from the Video Technician II classification by duties that require fewer technical skills and less independent decision-making.

Essential Job Functions

Operation of equipment used in playback for Government Television station.

Live video and direction of local government meetings utilizing multi input video and audio switchers.

Assists in the production of informational and educational video programming for general public and/or in-house purposes.

Assists in editing video tape footage to create program according to the script; edits sound portion, adding music or background sounds as needed.

Assists in connecting audio and visual equipment for production purposes; designs and helps construct sets for interviews and presentation programs.

Develops and creates text and graphics on a computer for use in video productions.

Makes copies of video programs as requested.

Other Job Functions

Answers questions from the public and staff regarding services; directs calls to others, as needed.

Performs other related duties as assigned.

Working Conditions

The work is performed primarily indoors requiring hand/eye coordination in the operation of video production equipment and computers. Hours of work vary and will include evenings. Work may involve occasional lifting of object weighing 15 to 50 pounds. Some travel to and from production facilities is required.

Knowledge, Skills, and Abilities

Knowledge of video production methods, practices, techniques and equipment.

Knowledge of video production equipment, their uses and capabilities.

Knowledge of requirements and standards applicable to video production.

Ability to communicate effectively, both orally and in writing, using tact, courtesy, and good judgment.

Ability to manage multiple tasks simultaneously, meet deadlines, and work with accuracy and attention to detail.

Ability to understand and execute oral and written instructions, policies, and procedures.

Ability to operate video production equipment such as video tape recorders, video cameras, video switchers, audio mixers, microphones, and non-linear and analog edit systems.

Ability to establish and maintain effective working relationships with other employees, representatives of other agencies, and the general public.

Ability to physically perform assigned duties.

Education and Experience

Associate's degree in video production or related field, and three years experience in television program production; or any combination of education and experience that provide the applicant with the knowledge, skills, and ability 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.