



POSITION DESCRIPTION

Government Services Video Analyst

Video Analyst

EMPLOYEE NAME: _____
Position Title: Video Analyst
Classification/Salary Range: Video Analyst / EA Range 14
Division/Program: Government Services / Metro TV
Reports to: Program Manager
FLSA Status: Non-Exempt, Overtime-eligible
Representation: Employees Association
Position Location: Park Place Building, 859 Willamette Street, Eugene, OR, or other locations as needed

Position Purpose

The purpose of this position is to produce informational and educational video programming for general public and/or in-house purposes.

Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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.

Position Essential Functions

Produces informational and educational video programming for general public and/or in-house purposes. Under direction of manager or standard procedure, performs duties requiring some decision-making and planning within Division, discretion, and selection of procedures.

Technical directing for televising and livestreaming of government meetings. Directs and records video recordings of government meetings.

Produces video programming for informational and training purposes. This includes:

1. Capturing video footage in the field
2. Editing video footage to create program according to the script.

Helps to operate the government cable channel.

Creates script and shot screen form programs.

Regular and on-time attendance.

Other duties as assigned.

Working conditions: The work is performed indoors and outdoors, requiring hand/eye coordination in the operation of video production equipment and computers. Work may involve occasional lifting of objects weighing 15 to 50 pounds or standing for long periods while videotaping. Some travel to and from production facilities and shooting locations is required.

Other Duties of Position

Answers questions from the public and staff regarding services. Directs calls to others as needed.

May coordinate the work of interns or temporary staff.

Minimum Qualifications

Education and Experience

Associate's degree in video production or related field, and four years of experience in television program production and video equipment maintenance and repair, or any combination of education and experience that provides the occupant with the skills, knowledge, and ability required to perform the job.

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

Knowledge, Skills & Abilities

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

Advanced knowledge of video production equipment, their uses and capabilities, and of their maintenance and repair.

Advanced knowledge of Final Cut Pro and/or Adobe Premiere editing applications, and of other editing applications.

Knowledge of the requirements and standards applicable to video production.

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

Commitment to working effectively with clients, colleagues, and members of the public from diverse backgrounds, in support of an inclusive and respectful environment.

Ability to work with accuracy and attention to detail to meet deadlines.

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

Ability to operate and maintain video production equipment such as video tape recorders, video cameras, video switchers, audio mixers, and microphones.

Ability to operate and maintain broadcast servers. Knowledge of scheduling and complex routing.

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

Ability to physically perform assigned duties.

Signatures

Employee signature and date _____

Manager signature and date _____

Human Resources signature and date _____