

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV31542
Job Class Code:	060	Salary Schedule:	AREG
EEO Category:	02	Grade:	20
Workers Comp Code:	9410		

Job Code Established:	06/16/94	Effective Date:	06/16/94
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Printing and Graphic Arts Series

JOB CODE TITLE: VIDEO PRODUCTION SPECIALIST II

HRIS TITLE: VIDEO PRODC SPCT II

CHARACTERISTICS OF THE CLASS: Works under general supervision of a video production supervisor or staff training administrator. Authority to select and schedule equipment, supplies, outside service; works independently on technical aspects of a video production; to interact with users, subject matter experts and all levels of management in video production activities. Lifting and carrying heavy video equipment; occasional exposure to extreme weather conditions for some positions; some weekend and overnight work may be required. Designs, coordinates and produces major action-oriented, higher-budget media programs for staff training, public information, promotions; conducts research and develops scripts, schedules production activity, operates video equipment, sets props, lighting, staging; records and edits videotape footage; maintains video equipment; functions in lead capacity as necessary; or may manage and carry out an agency's entire video production program.

Work product consists of video and audio programming that meets the needs of the user and audience; audio and video recordings with quality sound and pictures; visuals that communicate an effective message; audio-visual library maintained; statistical, production, etc., reports prepared. Responsible for design and production of quality video programming; meeting user production requirements in a timely, cost-effective manner; controlling light and sound, arranging set, selecting sequence of action, dialogue, sound, etc., for best results; maintenance of video equipment; following work methods, policies and procedures developed for the section; may be responsible for administrative activities of an agency's video production program and represent the agency on audio-visual issues.

EXAMPLES OF DUTIES: Confers with users to determine program needs; works with users in script development and overall program content. Acts as technical director on the more complex video productions; sets up and adjusts cameras, lighting equipment, microphones and other audio equipment; monitors and adjusts audio equipment during recording sessions. Schedules and coordinates all phases of production. Operates video cameras, records and a variety of related equipment. Works with others to design and prepare a variety of illustrative materials for video productions, training packages, classroom presentations and displays. Edits videotape programs. Edits written material provided by others for script development; visualizes this information and creates shot list. Translates written information into visual images for video production. May supervise subordinate level staff or contract labor assisting with productions. Consults subject matter experts and others on updating video content as need arises. Duplicates programs for distribution. May instruct temporary, unskilled crews in operation of video cameras, lighting equipment and other less technical equipment. Maintains video equipment, records and supplies. May advise agency staff on use of interactive media and systems. May develop unit budget requests, project proposals, and cooperative agreements. May perform administrative procedures for a video production program. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: rules, regulations, policies, procedures of agency and work unit; quality standards and regulations relating to television industry; principles and practices of adult learning; video production techniques of designing and building sets, props, backgrounds, etc.; methods and techniques of designing and building sets, props, backgrounds, etc.; legal restrictions with regard to use of subjects and copyrights; State and Federal administrative regulations, policies and procedures; State and Federal communication regulations; computer programs and use.

Skill in: operating and maintaining video and related equipment; designing, installing and fabricating video systems; recording sound and images on videotapes created in studio and out in the field; lighting techniques; editing videos; staging.

Ability to: manage all phases of video production; plan, research, develop and write scripts; storyboard; record sounds and image on videotape (studio and field), direct videos; coach narrators and cast; communicate verbally and in writing; coordinate diverse activities; work with groups of people; establish and maintain effective work relationships; perform basic mathematical computations; maintain records, logs and files.

SPECIAL SELECTION FACTORS: Requires ability to pass a post-offer physical exam.