CLASSIFICATION SPECIFICATION

FLSA:	**EXP**	**Job Code:**	**ACV31543**
Job Class Code:	**060**	**Salary Schedule:**	**AREG**
EEO Category:	**02**	**Grade:**	**21**
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 SUPERVISOR

HRIS TITLE: VIDEO PRODC SPV

CHARACTERISTICS OF THE CLASS: Works under direction of a training administrator or a division chief; provides general supervision to video production staff. Authority to assign staff resources, accept and schedule production for programs inside and outside of agency; determine acceptability of requests for service; evaluate performance of section staff; represent the agency on audio-visual issues; within limits, develop, implement, modify policies, procedures, operational plans; commit section funds. Some lifting and carrying of heavy video equipment; occasional exposure to adverse weather conditions may be required for some positions; some overnight or weekend work may be required. Supervises professional staff in the development of video, audio, graphics and multimedia productions for training, promotions, public information; establishes priorities; prepares reports and statistics on production, equipment needs, etc.; participates in preparation and monitoring of section budget; manages unit resources. Work product consists of well organized work section; quality media productions completed in timely, cost-effective manner; users satisfied with quality and content of productions. Responsible for the quality of video productions; development of unit budget and control of expenditures; development of work standards, section policies and procedures; for maintenance of equipment through subordinate staff.

EXAMPLES OF DUTIES: Plans, organizes and directs professional staff in the production of studio and field media presentations; assists with achieving section's goals and objectives. Trains or arranges for training of personnel in the use and care of systems and equipment. Coordinates and conducts preproduction meetings with users to plan most effective use of video systems; coordinates concept development and script treatment with users and unit staff. Develops policies and procedures for work unit. Develops and submits for approval section goals and objectives. Schedules, manages and assigns video unit resources: personnel, equipment and facilities. Reviews and approves all video productions. Directs workflow of professional video production personnel. Prepares a variety of statistical and narrative reports on work activities. Edits written material provided by other sources for script development. May perform all phases of video productions or equipment maintenance. May edit videotape footage. Develops budget requests, project proposals, and cooperative agreements. May write, develop, and edit scripts. Advises agency staff on use of interactive media and systems. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: rules, regulations, policies, procedures that pertain to agency and work unit; principles and practices of work management and leadership; trends and latest developments in audio/visual/graphic presentations and production technologies; mass communication techniques; marketing and program promotion techniques; principles and practices of adult learning; trends in employee development training; State and Federal communication regulations; State and Federal administrative regulations, policies and procedures; planning and procedures development relative to video productions; legal restrictions with regard to use of subjects and copyrights.

Skill in: operating and adjusting video and audio equipment; all phases of video and audio production.

Ability to: apply principles and practices of leadership and work management; apply office organization and administrative practices and procedures; establish and maintain effective work relationships; communicate effectively, verbally and in writing, on a technical and nontechnical level to diverse groups with a wide range of knowledge of video systems; resolve crisis situations.

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