



CITY OF BANNING, CALIFORNIA

Cable Services Specialist

Job Code: 1510

FLSA

Exempt

Non-Exempt

JOB DEFINITION: Under general supervision, performs a variety of duties associated with public programming, production and transmission activities and informing citizens and City staff of local events and meetings.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Informs citizens and City staff of events, public information, meetings and live productions through video tape and/or documentation. Updates electronic bulletin board. Operates television camera to record meetings, events and programs. Produces duplicate copies of original productions.

Sets up equipment for filming. Edits video taped meetings, events and/or programs. Troubleshoots, provides diagnosis and conducts basic maintenance and repair of production equipment and computer systems on video equipment. Performs preventative maintenance.

Communicates and interacts with local cable company to coordinate programming and related activities. Receives and responds to incoming phone calls, e-mails and letters. Prepares and maintains an assortment of written documents and reports.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of programming schedules and techniques.
- Knowledge of file and records management.
- Knowledge of cable, public television and related community programming trends and practices.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: An Associate's degree in Broadcasting, Video Production, Engineering or related field **AND** three (3) years of broadcasting or video production experience.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain a California driver license. May be required to lift and/or carry heavy, bulky supplies, materials, equipment and/or items weighing up to 30 pounds. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back.