

**Lane Council of Governments
Job Classification**

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| Job Title: | Video Technician II | FLSA Status: | Non-Exempt |
| Division: | Regional Technology Services | Range: | 10 |
| Reports To: | Video Manager | Last Revised: | August 2000 |

General Statement of Duties

Produces informational and educational video programming for general public and/or in-house purposes.

Supervision Received

Work is performed under general 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

Some responsibility for monetary or human resources. Work is subject to review and checks.

Distinguishing Features

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

Essential Job Functions

Produces video programming for informational and training purposes; produces regular and special programs for specific agencies, including live briefings and meetings; records training department exercises, presentations and footage for scripted training productions; video tapes crime scenes as requested.

Edits videotape footage to create program according to the script; edits sound portion, adding music or background sounds as needed.

Creates backgrounds, maps, graphs and charts using computer "paint" programs.

Other Job Functions

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

May coordinate the work of interns or temporary staff.

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. Work may involve occasional lifting of object weighing 15 to 50 pounds or standing for long periods while video taping. Some travel to and from production facilities is required.

Knowledge, Skills, and Abilities

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

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

Knowledge of the requirements and standards applicable to video production and public access television.

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

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 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 four years experience in television program production and video equipment maintenance and repair, or any combination of education and experience that provides the applicant with the knowledge, skills, and abilities 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.