

**Lane Council of Governments
Job Classification**

Job Title: Video Analyst

FLSA Status: Non-Exempt

Division: Technology Services

Range: 14

Reports To: Video Manager

Last Revised: February 2008

General Statement of Duties

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

Supervision Received

Under direction of supervisor or standard procedure, performs duties requiring some decision-making and planning within division, discretion and selection of procedures.

Supervision Exercised

None.

Resource Responsibility

Some responsibility for monetary or human resources.

Essential Job Functions

Direct and record video recordings of government meetings.

Produces video programming for informational and training purposes.

Edits videotape footage to create program according to the script.

Operates the government cable channel.

Creates script and shot sheet form programs.

Develop and teach video classes for public.

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

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.

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.