

CABLE TELEVISION COORDINATOR ASSISTANT

Code No: 6-03-051
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting the Cable Television Coordinator with the daily operation of a community cable television channel for a town. The employee inventories equipment and is responsible for the setup and operation of the equipment. The employee reports directly to and works under the general supervision of the Cable Television Coordinator. General supervision is exercised over a subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Monitors the setup and operation for productions of a local cable television channel;

Oversees and maintains equipment for program playback;

Ensures the implementation of the weekly playback schedule for public access programming;

Maintains and documents an inventory of the equipment;

Oversees and resolves transmission problems with the public access channels;

Assists in developing and maintaining computer systems for graphics, editing, and playbacks;

Interfaces with civic groups on video productions and audio-visual needs;

Assists the Cable Coordinator on the daily operation of the access facility and the technical need of a town.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good technical knowledge of the operation and maintenance of video and audio equipment; general knowledge of the practices and principles employed in cable television production; working knowledge of the functions and purposes of a town, its departments and services; organizational skill; ability to inventory equipment; record keeping ability; ability to establish effective working relationships; initiative; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A) One (1) year paid full-time or its part-time equivalent experience in a professional*

capacity in television production or broadcasting; OR,

- (B) Six (6) months paid full-time or its part-time equivalent experience in a professional* capacity in television production or broadcasting plus six (6) semester credit hours in Audiovisual Technology or Communication; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

*professional experience does not include clerical, secretarial or receptionist experience.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: December 7, 2000