

## TELEVISION GRAPHIC DESIGNER ASSISTANT

Code No.: 4-18-485  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for assisting with the design and implementation of graphic presentations specifically developed for a community cable television channel. Duties include graphic design and other related duties as required. Must be available to work evenings and weekends. The employee reports directly to and works under the general supervision of a Cable Television Coordinator or other higher-level staff member. Does related work as required.

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

Assists with the design and formats graphics for presentations such as slides, forms and graphs;

Assists with the design and prepares material for brochures, pamphlets, posters, flyers, reports, and broadcast slides;

Meets with department or communications staff to assist with the concept and design of television projects and implementation of graphic presentations;

Assists with the design and develops sets for television broadcast studio including lighting setup, audio control and other equipment, and teleprompter operation and set layout;

Assists with the design and layout and performs artwork on posters, display panels, charts, diagrams, and maps for television production;

Maintains televised bulletin board and records and tracks weekly playback schedules utilizing specialized software on a computer;

Maintains and updates the television website;

Assists with the design and prepares materials for slides and overhead transparencies for department meetings and presentations;

Assists with answering telephone calls during live call-in shows;

Attends television advisory board meetings, takes and prepares minutes and distributes them to appropriate staff and agencies;

Answers department telephone, responds to questions or refers calls to other staff;

Performs general clerical work such as searching records, maintaining a filing system, checking documents for completeness and accuracy, reviewing payroll timecards and inputting time records into computer, processing invoices for payment, and ordering office supplies.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of the practices and principles employed in cable television production; working knowledge of the functions and purposes of the employing agency, its departments, and services; ability to utilize a computer and various cable television production software programs; ability to assist with the design and format of graphics for presentations such as slides, forms and graphs; ability to assist with the concept and design of television projects and implementation of related graphic presentations; ability to assist with the design and preparation of materials for presentations; ability to assist with the design and development of sets for television broadcast studios; ability to maintain a website; ability to deal with the public; ability to understand and carry out oral and written instructions; ability to perform clerical duties; ability to establish effective working relationship with others; organizational ability; physical condition commensurate with the demands of the position.

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

- (A) Two (2) years of full-time or its part-time equivalent paid experience in graphic design; OR,
- (B) Successful completion of at least sixty (60) semester college credit hours, nine (9) of which must have been in graphic design; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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

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 ability to meet the transportation needs of the position.

**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:** April 6, 2006