

**CABLE PRODUCTION ATTENDANT
CABLE PRODUCTION ATTENDANT, PART TIME**

Code No: 4-18-452
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the set-up and operation of studio and field production equipment. The employee reports directly to and works under the general supervision of a higher-level employee such as the Cable Television Coordinator. General supervision is exercised over students and volunteers. 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.)

Sets up and operates studio and field production equipment including studio cameras, field cameras, audio microphones, audio boards, video cabling, video switcher, video editor, and lighting;

Assists community producers with productions and editing technical support;

Records, using video equipment, all live Government meetings;

Records, using video equipment, special events including parades, ribbon cuttings, press conferences, meetings, etc.;

Assists with preparing tapes for airing, including tagging, timing, and logging;

Records and maintains an accurate inventory of all tapes in video library.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the functions and purposes of the employing agency; good knowledge of the operation and maintenance of video equipment; editing skill; organizational skill; ability to inventory equipment; record keeping ability; ability to establish effective working relationships; ability to direct volunteers; 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) Six (6) months paid full-time or its part-time equivalent experience in a professional* capacity in television production or broadcasting; OR,
- (B) Successful completion of three (3) college semester credit hours in Communication, Television and Radio Production, or Broadcasting.

*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: August 9, 2001
REVISED: October 3, 2002
REVISED: January 8, 2004