

## **CABLE TELEVISION COORDINATOR**

Code No. 6-03-048  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for coordinating the production and operation of a community cable television channel for a municipality. Duties involve meeting with community and civic groups to determine television needs and solicit their involvement including recruiting, training and assigning volunteer crews. The employee reports directly to, and works under the general supervision of the Cable Television Advisory Board or other higher level staff member. General supervision may be exercised over a subordinate staff. 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.)

Coordinates the production and operation of a local cable television channel;

Assists in coordinating special events for various departments;

Meets with civil groups and solicits their involvement in community television;

Trains and assigns volunteers to act as crews for televised events;

Assists in developing and monitoring the department budget in conjunction with the supervisor;

Assists in creating/writing press releases and brochures;

Inventories and orders supplies;

Performs minor maintenance on equipment.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the practices and principles employed in cable television production; good knowledge of the functions and purposes of the employer, its departments and services; working knowledge of the operation and maintenance of video and audio equipment; ability to organize work and the work of others; ability to oversee and monitor the operation of a local cable television channel; ability to develop and monitor a budget; ability to assign and direct a volunteer staff; ability to communicate effectively orally and in writing; ability to write and develop clear and concise reports, correspondence, press releases, brochures and other related material; good judgment; physical condition commensurate with the demands of the position.

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

- (A) Four (4) years paid full-time or its part-time equivalent experience in a professional\* capacity in television production or broadcasting; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Film, Broadcasting Production Technology, Visual Communications Technology, Photography, Television Production, Recording Arts, Media Design and Technology, Video Production, Digital Arts and Design, Graphic Design, Computer Animation, Web Design and Development, or Communications or a closely

related field plus two (2) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,

- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*professional experience does not include clerical, secretarial, receptionist, maintenance, labor or similar experience.

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

**ADOPTED:** March 11, 1993

**REVISED:** May 8, 2014