

**PRODUCTION ASSISTANT
PRODUCTION ASSISTANT PART TIME**

Code No. 4-18-401
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting with the production and operation of community cable television channels. The employee must be available to work weekends and evenings. The employee reports directly to and receives general supervision from a higher-level employee such as a Cable Television Coordinator. 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.)

Oversees the setup and operation of all live productions;

Assists with resolving transmission problems;

Attends studio during live shoots;

Assists with the documentation of related records including maintaining inventory records of equipment;

Creates maintenance reports and performs light maintenance on studio and portable equipment and cameras including periodic cleaning;

Oversees the studio setup for scheduled productions and shoots;

Assists with weekly program scheduling by screening, duplicating and condensing tapes, and timing programs;

Utilizes computer to implement schedule and load playback decks;

Troubleshoots playback (blue screen) and assists with resolving problems;

Oversees work of volunteers.

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 agency, and its departments and services; working knowledge of the operation and maintenance of video equipment; organizational skill; ability to establish effective working relationships; ability to direct volunteers; ability to utilize a computer to perform job duties; ability to keep inventory records of equipment; 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) One (1) year of paid full-time or its part-time equivalent experience in a professional* capacity in television production or broadcasting; OR,
- (B) Completion of thirty (30) semester credit hours towards a degree in Communications, Visual Communications Technology, Photography/Television or related field;**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 experience.

**Related fields would include but not be limited to Film/Video, Imaging & Photographic Technology, or Fine Art Photography.

SPECIAL REQUIREMENTS:

Depending upon position duties, candidates for positions with Monroe County government must pass a pre-employment drug test.

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 job.

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 3, 1997
REVISED: February 5, 1998
REVISED: February 5, 2004