

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
NEW DRAFT APPROVED MARCH 2015
RANGE: 43.0
CLASSIFIED
CODE: 2, 4**

DIGITAL TELEVISION MEDIA SPECIALIST I

DEFINITION

Under general supervision, assist in the production of educational and/or promotional digital media content and contract productions for local, regional, state and national clients.

EXAMPLES OF DUTIES

Program master control digital file playback systems and maintain all aspects of multiple digital playback systems, inventory and data storage allocation and usage;

evaluate and place information subject material and public service announcements in on-air/streaming feeds;

serve as lead operator for all types of digital storage/sequencing/playback systems;

receive, verify, inspect and process audio-visual materials received for use on-air and streaming on demand, maintain broadcast log and perform routine software updates as directed;

facilitate and perform digital file transfers and multi-format duplication/conversions of instructional media;

set up and operate a wide variety of broadcast quality studio and location video production equipment including computer editors, cameras, computer graphics, digital production switches, effects generators, digital video recorders, digital web-streaming audio consoles, microphone systems, lighting equipment, and associated components;

perform basic computer editing functions, and assist in the programming, maintenance and updating of computerized editing systems to edit digital content;

assist engineering staff in the maintenance and repair of audio/video/digital systems, components and infrastructure;

create computer graphics, multimedia segments and computer character generator titles for educational materials and digital content;

assist in the orientation and training of production personnel including student production assistants, student programs, grant recipients and participants, and freelance production personnel and volunteers;

participate in research and evaluation of emerging video production components, systems, software and hardware upgrades;

edit video and audio tapes, and digital media;

operate various district cars, pickup trucks, and vans;

conform to safety standards as prescribed;

perform other tasks related to the position as assigned;

work in a studio and various on-location sites;

light-exert force to 20 lbs., occasionally, or 10 lbs., frequently, or negligible force constantly;

may involve significant stand/walk/push/pull;

frequent reaching, and handling;

occasional fingering;

constant talking and hearing;

frequent near and far acuity, occasional depth perception, focal length change, color vision and peripheral vision;

moderate noise intensity level.

QUALIFICATIONS

Knowledge of:

Computer editing systems, multi-format duplication systems and digital storage/transfer systems;

television production activities, techniques, audio and broadcast equipment;

lighting and set design.

Ability to:

Edit scripts and video tapes;

plan and organize work and set priorities;

concentrate on the accuracy of details;

operate television production equipment, digital file transfers and multi-format duplication systems;

understand basic editing systems;

work flexible hours or shifts including weekends and holidays;

properly set up and calibrate digital video equipment;

safely relocate heavy objects;

interpret, explain and apply accurate written and oral instructions;

communicate clearly verbally and in writing;

work cooperatively with employees, other agencies, and the public;

recognize and report hazards and apply safe work methods.

Experience:

One (1) year of experience in television production, engineering or operations.

Education:

High school graduation or equivalent.

Conditions of employment:

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Possess a valid Class C California Driver's License which must be maintained for the duration of the assignment.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

3/11/15

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