CITY OF FONTANA
CABLE PRODUCTION SPECIALIST

DEFINITION: To develop and coordinate cable access programs; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED: Receives general direction from higher level supervisory and management staff.

Provides general supervision over interns and lower level staff.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Develop and coordinate cable access programs including the Government Access Channel and to provide live coverage of public meetings.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing cable access programs; implement policies and procedures.
- May submit budget recommendations and will monitor expenditures.
- Prepare program event materials and program guides.
- Organize, schedule, and implement cable access activities and other related program.
- Oversee and participate in cable channel programming activities including script development, production, editing, staffing and related activities.
- Work with other City departments on the development of video programs for staff and the public. Provide technical support to City staff on audiovisual procedures and techniques.
- Oversee the maintenance of video and audio equipment; schedule and coordinate equipment repair and maintenance activities; recommend equipment replacement as required.
- Assist with the selection and training of staff. Train staff in the use of video equipment and production of cable access programs. Oversee the volunteer internship program.
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records of cable access programs; maintain and file program reports; prepare statistical reports as required.
- Monitor program compliance with laws, rules, and regulations related to cable access provisions.
- Maintain awareness of new developments in the field of cable television; incorporate new developments, as appropriate.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. This position also requires grasping, gripping, repetitive hand movement, and fine coordination in preparing reports, using a computer keyboard, and using video and camera equipment. The need to lift, carry and push tools, equipment, and supplies weighting 25 pounds or more is also required. May be exposed to working outside in the elements; hot, cold, and rain. Additionally, the position requires near and far vision in reading written documents. Acute hearing is required when providing telephone service and providing video service.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Technical requirements of operating a cable access station.
- Basic operations, services and activities of a cable access program.
- Principles and practices of program development and implementation.
- Recent developments, current Federal and State laws, and local codes relating to cable access television.
- Television and video equipment and production techniques for directing, editing, camera, audio, and graphics.
- Principles and procedures of record keeping and reporting
- Modern office organization and equipment and the use of a computer and related software applications.

EXPERIENCE: Two years experience assisting in cable access programs, mass communications, television production, and/or broadcasting.

EDUCATION: Equivalent to the completion of the twelfth grade, supplemented with college level training in communications, public relations, television productions or broadcasting.

LICENSES/CERTIFICATIONS: Possession of, and continuously throughout employment, a valid California driver’s license.