



VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION:
PART TIME CABLE TV PRODUCTION ASSISTANT

EFFECTIVE DATE: December 10, 2009

DEPARTMENT: General Government	WORK LOCATION: Village Hall		FLSA STATUS: Non-Exempt
CLASS CODE: 1851	RANGE: N/A	PENSION: None	UNION: Non-Union
REPORTS TO: Cable TV Coordinator	LEVEL OF SUPERVISION RECEIVED: Direct Supervision		LICENSE/CERTIFICATES: Valid Illinois Class D Drivers' License

SUMMARY:

Assists with the operations of the Cable TV Department in videotaping, and editing, televising meetings (Monday evenings required), keeping video text current and handling complaints. Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Set up and operate video equipment: cameras, lights, tripods, microphones, and remote controlled cameras and switching equipment as assigned.	Weekly 40%
2.	Editing video, using computer, video tape recorder (VTR), Router/Switcher to produce programs for broadcast and internal use.	Weekly 40%
3.	Scripting, planning and coordinating video productions for broadcast and internal use.	Weekly 5%
4.	Responding to resident's complaints regarding cable TV and monitoring cable	Weekly

	provider's adherence to the cable franchise.	5%
5.	Updating videotext shown on channel 6, using a character generator.	Weekly 15%
6.	Backup to Cable TV Coordinator in his absence and other duties as assigned.	Weekly 10%
7.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Taking phone calls.
2.	Organizing videotape library and video equipment.
3.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D.)
- Degree or coursework should be in...

All aspects of video production.

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Enter number of years required here

Enter number of years required here

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

Video Production and Character Generation

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read and interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Problem Solving: Gathers and analyzes information; Identifies and resolves problems in a timely manner.

Planning/Organizing: Prioritizes and plans work activities; Uses time efficiently; develops realistic action plans.

Computers: Ability to use a personal computer to communicate within and outside of the organization retrieve, prepare and store documents.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

<u>Physical Activity</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u>X</u>	_____
Walks	_____	_____	<u>X</u>	_____
Sits	_____	_____	<u>X</u>	_____
Uses fingers in a repetitive motion	_____	_____	<u>X</u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	<u>X</u>	_____
Reaches with hands and arms above shoulder	_____	_____	<u>X</u>	_____
Climbs or balances	_____	<u>X</u>	_____	_____
Twists or turns	_____	_____	<u>X</u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>X</u>	_____	_____
Pulls, pushes, or carries	_____	_____	<u>X</u>	_____
Talks or hears	_____	_____	<u>X</u>	_____
Tastes or smells	<u>X</u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u>X</u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	<u>X</u>	_____
Lifts or move 10 to 20 pounds (light)	_____	_____	<u>X</u>	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u>X</u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>X</u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

- Absence of color blindness
- Corrected vision of...
- Uncorrected vision of...

<i>Enter specific vision requirement here</i>
<i>Enter specific vision requirement here</i>

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)
Environmental Conditions

----- Amount of Time -----

	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	___	___	<u> X </u>	___
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	___	___	<u> X </u>	___
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	___	___	___
Works near moving mechanical parts	<u> X </u>	___	___	___
Works in high precarious places, underground, or confined spaces	___	<u> X </u>	___	___
Flying debris or airborne particles	___	<u> X </u>	___	___
Fire, smoke, fumes, gases, or noxious odors	___	<u> X </u>	___	___
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> X </u>	___	___	___
Risk of electrical shock	___	<u> X </u>	___	___
Works with explosives or risk of radiation	<u> X </u>	___	___	___
Vibration	<u> X </u>	___	___	___
Extreme illumination	___	<u> X </u>	___	___
Low noise level (Normal voice tones)	___	___	<u> X </u>	___
Moderate noise level (Raised voice levels)	___	___	<u> X </u>	___
High noise level (Shouting/ear protection may be needed)	___	<u> X </u>	___	___

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

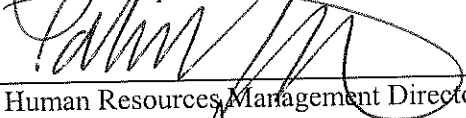
This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



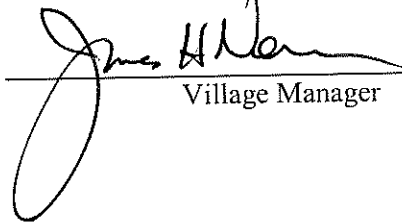
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____