

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title Video Specialist  
Sch & Grade PAT-6  
Class Code CO27  
FLSA Status Non-Exempt  
Bargain Unit Elig: AFSCME  
Occupational Group Public Info & Educ

**PRIMARY PURPOSE:**

Performs skilled work involving the shooting and editing of video and other works produced by the Public Information Office and TV 23.

**SUPERVISION:**

Under direct supervision of the Public Information Officer and Production Manager for TV 23.

**DESCRIPTION OF WORK**

**ESSENTIAL FUNCTIONS**

1. Videotapes various subjects and subject material using video and audio recording equipment and related accessories.
2. Determines equipment required to tape events; sets up and operates equipment, such as lights, etc.
3. Operates linear and non-linear editing equipment to review and edit program tapes.
4. Assists in obtaining scenery, lights, props, etc. as assigned.
5. Directs live and live-to-tape City productions, as assigned.
6. Operates computer equipment to complete closed captioning and/or generate material for the video bulletin board.
7. Operates and programs the automated playback system, including manual operation as necessary.
8. Maintains adequate inventory of supplies, such as videotape, batteries, cables, etc.
9. Performs routine cleaning and maintenance of equipment.
10. Prepares and distributes monthly calendars of programming schedules.
11. Logs, maintains and archives a library of video tapes produced by TV23, the Public Information Office and other departments and agencies.
12. Trains interns and other temporary personnel in the operation of cameras, editing equipment, and related activities.
13. Prepares Control Room for live and live-to-tape programs by: routing video sources, adjusting video and audio levels, and other related functions, as assigned.
14. Records local network news programs, as assigned.
15. Provides VHS video tape duplication services, as needed.
16. Operates graphics and animation design systems and related software.

**IMPORTANT FUNCTIONS:**

1. Travels to off-site locations to complete video shoots, as assigned.
2. May provide narration for productions, as needed.
3. Attends seminars, workshops, conferences, or other training for professional development purposes.
4. Maintains an awareness of current video technology.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Thorough knowledge of television production, video recording equipment, techniques and limitations, videotaping techniques including linear and non-linear editing, 2D and 3D animation software, graphics and composing, directing of live and live-to-tape programs, standard English usage, grammar, spelling, and punctuation.

**Abilities**

Must possess production skills for video and other works; effectively operate video production equipment and related accessories; think creatively, developing new ideas or concepts; must possess the ability to follow oral and written instructions; prepare and maintain accurate records; prepare and present oral and written reports; type accurately; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Typically requires graduation from an accredited college or university with a Bachelor's degree in Electronic Media, Broadcasting, Journalism or related field, supplemented by experience in videography. Directly related experience may be substituted for the degree requirement on a year-for-year basis.

**Physical Requirements**

Performs bending, climbing, kneeling, reaching from ground level to overhead, squatting; must be able to push, pull, lift, grip, hold and carry up to 25 pounds; must be able to operate a computer keyboard; must be able to distinguish colors for performing editing; may be subjected to prolonged periods of sitting or standing when editing or performing video shoots.

**Working Environment**

Primarily indoors with heating and cooling regulated in a general office setting; may be subjected to extreme weather conditions when assigned to complete outdoor videotaping.

**Licensing/Certification**

Must possess a valid Missouri Motor Vehicle Operator's license.

**Miscellaneous Requirements**

Must be able and available to work irregular hours, including evenings and weekends, as needed to cover events not scheduled during normal business hours.

<b>Last Revision:</b>	February 22, 2012	<b>GENERAL ORDINANCE NO.</b> 5188
<b>Comments:</b>	Updated Abilities	<b>Date:</b> June 3, 2002

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_