

# CITY OF GREENBELT, MD

## CLASS SPECIFICATION

**CLASS TITLE:** Video Producer/Coordinator PT  
**DEPARTMENT:** Administration  
**REPORTS TO:** Public Information and Communications Coordinator

**SALARY GRADE:** 11  
**FLSA STATUS:** E  
**DATE:** 02/2019

### **JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

This position is with the City's Public Information and Communications Office which communicates city services and information to the public through a variety of media types including: websites, social media, newsletters, list serves, press releases, brochures, the City's Cable Channels, video streaming, visual displays and more.

### **ESSENTIAL JOB FUNCTIONS:**

Cover all City Council meetings either live, or recorded for later viewing. This includes meeting held in the City Council Room and Remote Locations.

Manage, Train and Assign part-time camera operators to cover meetings and city events.

Schedule and maintain all of the City's Government Access Television Channels.

Trouble-shoot all video camera, sound, mixing, streaming and playback equipment.

Maintain the City's electronic bulletin board system, making sure it is updated regularly.

Make sure all equipment is set up and properly working prior to all City Council meetings and shoots.

Produce informational video programming on City services, events, programs etc.

Edit video programming, convert all programming to proper format for cablecasting, social media etc.

Research and suggest replacement equipment when needed.

### **IMPORTANT JOB FUNCTIONS:**

Must be skilled in video camera operation and general maintenance

Must be skilled in video production.

Must be able to write scripts, interview, and obtain B-Roll

Performs other related duties as assigned.

### **MATERIAL AND EQUIPMENT USED:**

PC and Mac Computers

General Office Equipment

Microphones

Adobe Premiere

Tightrope Media System

Video and Still Cameras

A/V Mixers and Remote equipment

### **MINIMUM QUALIFICATIONS REQUIRED:**

#### **Education and Experience:**

Three years of video production experience.

An understanding of City government and its functions

Strong script writing skills and creativity.

Experience in two camera shoots and editing.

Leadership, creativity and managerial experience.

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

#### **Licenses and Certifications:**

None

**KNOWLEDGE, SKILLS, AND ABILITIES:****Knowledge of:**

Video Production

Video Editing with Premiere Pro

Electronic Bulletin Board Equipment

Video Streaming

Video Formats

Sound Mixing

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

**Skill in:**

Managing and scheduling staff.

Communicating orally and in writing with the public, internal staff and other departmental staff in order to give and receive information in a courteous manner.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

Ability to work independently, multitask, and coordinate and organize multiple projects.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to grasp, handle, or feel objects; speak and hear; read and write; keyboard; and occasionally lift, carry, push or pull objects weighing up to 50 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbents working conditions are typically quiet.

Public Information and Communications Coordinator Class Specification

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.