

COORDINATOR OF TECHNICAL MEDIA SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the County Executive, the incumbent of this position is responsible for the production and editing of various video community education programs, the publishing of UPDATE, the county employees newsletter, and approval of all video/sound footage that is produced by the county. Supervision is not a responsibility of this position, except on an assignment basis. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Represents the Office of the County Executive as requested or assigned in discussions with various departmental personnel regarding community educational programs;

Works with various agencies regarding community programs;

Acts a County government liaison with the community regarding public involvement in issues of public safety;

Produces "sound bites" to feed to radio stations for emergency news issues;

Produces Public Service Announcements for radio and cable TV stations throughout Westchester;

Edits departmental educational videos for the community;

Prepares, coordinates and develops ideas for the County Executive's cable TV shows "This is Westchester" and "Westchester's Most Wanted";

Directs and produces the County Executive's cable TV programs;

Writes for and edits UPDATE, the county government newsletter that is distributed to employees and outside community agencies;

Approves material for various county cable TV programs, such as "Our Youth, Our Future";

Acts as coordinator for all county video productions;

Provides staff assistance to County departments as required;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Thorough knowledge of audio and video equipment such as: The NewTek Video Toaster Workstation, JVC studio and location cameras, quartz location and studio lighting, Sony Editors, Grass Valley-200 switcher, TOA audio mixing console, Shure mixer and audio distribution, etc.; good knowledge of the organization and functions of the various departments; technical engineering skills in: camera set-up and maintenance, video and audio routing and designing technical systems for community events; skill in the use of computer applications such as spreadsheets, word processing, e-mail, and database software; ability to prepare scripts; ability to get along well with others; ability to communicate effectively, both orally and in writing; initiative; dependability; tact; courtesy; sound judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) a Bachelor's Degree* and three years experience where the primary function of the job was video production and script writing in a public agency; or (b) seven years of experience as stated in (a); or (c) an equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.