

## PROGRAM SPECIALIST (MEDIA TECHNICIAN)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the evaluation, recommendation and purchase of television broadcast equipment and its installation (including multimedia presentation equipment, ENG, EFP, projection system, panel displays, digital audio, hardware and software components), videotaping and/or editing of taped programming, and operating photographic equipment to produce digital and traditional photographs on a County-wide basis. Supervision is not a responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops special effects with such software products as Adobe After Effects, Photoshop, Illustrator, and Boris;

Operates digital and traditional photographic equipment such as ENG cameras in the development and production of photographs for use on a countywide basis;

Works with representatives of various community programs to determine the lay out of photographic shoots in order to capture various program elements;

Records (including camera work as needed) and edits public service announcements for radio and/or cable TV station broadcast;

Works with various aspects of Web Video, Networking, digital compression, content and composition as related to delivery for various end users, including working knowledge of Cleaner and QuickTime programs;

Sets up lighting and multi-cameras shoots;

Records (including camera work as needed) and edits educational videos about countywide services;

Operates camera during multi-camera location shoots to ensure appropriate coverage of events;

Shoots and processes digital photographs;

Coordinates the development, printing, enlargement and processing of particular layouts and shoots with outside vendors;

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: Good knowledge of Media 100, audio and video equipment such as all studio and ENG video cameras; good knowledge of quartz location and studio lighting; good knowledge of video switchers, audio mixing consoles, field audio mixers and distribution amplifiers; good knowledge of digital photography, frame grabbing and dark room techniques; good knowledge of the technical engineering skills in multi-camera set-up and maintenance, video and routing; ability to communicate effectively, both orally and in writing; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; initiative; resourcefulness; dependability; tact; good judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and six years of experience where the primary function of the position was either supervising or participating in the writing, producing and/or editing of magazine style format programming, promotional, industrial videos and Public Service Announcements which included video.

SUBSTITUTION: Satisfactory completion of 30 credits\* may be substituted on a year for year basis for up to four years of the required experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 Department of Education as a post-secondary, degree-granting institution.