



# CITY OF CHINO

## Cable TV Associate

### **Definition:**

Under direct supervision, performs a variety of specialized work in video production requiring creative uses of video equipment, safe use of video equipment, punctuality, and script writing ability.

### **Essential Functions:**

- Assist City staff and supervisors in all cable television productions and serve as camera crewmember.
- Set up, operate and maintain studio, control room, and field production equipment, such as television cameras, video recorders, microphones and lights.
- Perform post-production duties of editing (non-linear), dubbing, and duplicating tapes.
- Operate all post-production equipment.
- Assist in the daily operation of the City's automated playback and electronic Bulletin Board.
- Perform proper equipment maintenance.
- Operate robotic camera controls and video switcher.
- Prepare draft scripts for news features and special features and conduct background research on cable television productions.
- Responsible for camera work, video library work, and other related tasks.
- Maintain proper video files, tape logs, and video library system.
- Maintain records of equipment used to monitor performance, preventive maintenance schedule for production facilities and equipment, equipment inventory system, and facilities planning for maintenance and supplies.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Perform related duties.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position. The ideal candidate will possess the best combination of training, skills, education and experience.

### **Education:**

- High School Diploma or G.E.D. (required)
- College course work in television, journalism, or communications.

**Experience:**

- Professional experience in video production (highly desirable).

**Knowledge, Skills, and Abilities:**

- Knowledge of video systems, scripting, lighting, camera operation, editing techniques, proper library filing and cable television operations.
- Assist, coordinate, and participate in the production of all assigned cable television productions.
- Set up, operate, and maintain television/video production equipment.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective and professional working relationships with the public and City staff.
- Work with minimal instructions.

**Special Requirements:**

- Possess a valid Class C California Driver License and satisfactory driving record.
- A video portfolio of accomplishments may be required of applicants for this position before hiring.
- Work a flexible schedule beyond normal business hours, including evenings, weekends, and holidays, and travel independently through the Chino area.
- Be physically able to lift and move video equipment upwards to 40 pounds as required.
- Satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

**Physical Profile:**

Category I

Link to description [here](#)

**Employee Unit:**

Part-time/Temporary/Seasonal

Revised: 2/28/07

Replacing Student Intern classification specification dated 2/10/04.

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