



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
CABLE TELEVISION SUPERVISOR**

Classification Specification
(Classified)

SUMMARY

The Cable Television Supervisor plans, coordinates and administers the operations and staff of the City's government cable television channel, YouTube channels and radio station. Assists in the interpretation, implementation, administration and enforcement of the provisions of relevant cable television franchise agreements.

SUPERVISION RECEIVED

This position reports directly to the Director of Human Resources

EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Cable Television Supervisor. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

1. Manages the production, development and coordination of video programming to be aired on City TV's local cable television channel and YouTube channel. Manages other applications involving the use of cable technology and videos on the Internet. Produce high quality video projects to be published in digital media on topics ranging from safety/instructional to outdoor lifestyle.
2. Develops and implements goals, objectives and policies for Hawthorne Community Television. Monitors and evaluates Hawthorne Community Television production facilities, activities and services. Write video scripts based on interviews and other resource materials.
3. Selects, trains, supervises and evaluates employees. Provides instructions and reviews and approves work. Design and create content for online ads and daily promotion, including graphics, pictures, written posts and video.
4. Promotes citizen involvement and awareness of City initiatives, programs and events through programming.

5. Builds programming that encourages community involvement from all sectors including residents, businesses, and non-profit organizations.
6. Prepares and administers the Hawthorne Community Television budget and other operational and capital concerns. Monitors expenditures and revenue accounts.
7. Schedules the use of Hawthorne Community Television production facilities for live, taped and remote productions.
8. Oversees the development of Hawthorne Community Television production facility including equipment acquisition and replacement. Makes recommendations on equipment selection for the Hawthorne Community Television production facility.
9. Oversees the Hawthorne Community Television website and the City's use of video on the Internet.
10. Serves as a liaison between cable television subscribers and the cable company in resolving complaints and disputes. Responds to inquiries and investigates citizen and subscriber complaints and questions.
11. Meets and confers with representatives of utility companies, communications and citizen organizations, and staff members on cable television issues.
12. Keeps abreast of changes in cable-related technology; informs management of changes and makes adjustments accordingly. Makes presentations, visits other systems and attends and participates in seminars and related committees.
13. Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from a college or university with a Master's degree in Cinematography, Broadcasting, Video Production or a closely related field; and a minimum of two (2) years progressively responsible experience; or
2. Graduation from a four year college or university with a Bachelor's degree in Cinematography, Broadcasting, Video Production or a closely related field; and a minimum of four (4) years previous progressively responsible professional experience; or

3. Graduation from High School and eight (8) years of progressively responsible professional experience in Cinematography, Broadcasting or Video Production.

Knowledge and Abilities

1. Principles and methods of cable television technology and television production.
2. Current federal, state and local laws and practices regulating government access channels and cable television systems.
3. Modern principles of office management and organization. Management and supervisory principles and practices.

SPECIAL REQUIREMENTS

1. Must possess a valid State drivers license or have the ability to obtain one prior to employment
2. Must be able to express or exchange ideas by means of the spoken word; those activities where detailed or important spoken instruction must be conveyed to other workers accurately, loudly, or quickly.
3. Must be physically capable of moving about on work sites and under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, video equipment, computer-aided software, motor vehicle, and phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.