



**CITY OF HAWTHORNE
VIDEO SPECIALIST I & II
COMMUNITY SERVICES**
Classification Specification
(Part-Time / Non-Classified)

JOB SUMMARY

The City of Hawthorne Cable Television department has part-time positions to assist in government access television production and operations. Candidates must have flexible working hours and be available for evening and weekend shifts. The Video Specialist position works under the general supervision of the Cable Television Production Supervisor performs activities in the production of video programming for the City.

SUPERVISION RECEIVED

The Video Specialist I & II position works under the general supervision of the Cable Television Production Supervisor performs activities in the production of video programming for the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Video Specialist I & II. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Set-up and operation of professional field cameras; Sony PMW400, Sony PMW300 (or equivalent).
- Post-Production Editing (AVID Media Composer 8.4 or equivalent).
- Set-up and operation of teleprompter and recording devices.
- Set-up and operation of audio mixing for studio and field environments.
- Set-up lighting for field and studio environments.
- Sets up live multi-camera productions.
- Ability to use Adobe Photoshop. (After Effects a plus).
- Performs duties related to municipal cable television operations.
- Performs a variety of duties as assigned & assist other staff members as needed.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Video Specialist I:

- Graduation from high school or G.E.D.; AND
- A minimum of one (1) year paid television production experience

Video Specialist II:

- Graduation from high school or G.E.D.; AND
- A minimum of eighteen (18) months paid television production experience; including six (6) months experience in video editing and post-production, for example: commercial, corporate, educational or cable television projects.

Licenses, Certificate and/or Special Requirements

- A valid California class “C” driver’s license, safe driving record, and proof of insurance are required at the time of appointment.

QUALIFICATION

Knowledge, Skills and Abilities

- Knowledge of standard news-style (split page) script writing, interviewing techniques and voice-over techniques.
- Knowledge of operation of a variety of office automation equipment. Principles and practices of PC’s and related software.
- Ability to operate a PC and related software. Analyze and problem solve technical and operational difficulties.
- Ability to comprehend and follow oral and written directions.
- Ability to communicate effectively and concisely both verbally and in writing.
- Ability to maintain accurate and detailed records.
- Ability to deal tactfully and courteously to establish and maintain cooperative working relationships with the general public and City staff.
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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.

The employee is required to sit for up to two hours, talk, hear, stoop, walk, and stand still for 2hrs periods; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

Work is regularly performed both indoors and outdoors. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate and outdoors typical environmental noise level and weather conditions. Must submit to random drug testing in accordance with the City’s drug and alcohol policy.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA PART-TIME
Civil Service Status: Non-Classified

Revised: September 2019, March 2022
CSC Approved: N/A