



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

Classification Specification
(Classified)

JOB SUMMARY

Under minimal supervision, plans and coordinates the technical aspects of the City's cable television productions including pre-production, editing and post-production duties. Performs other related duties as assigned.

SUPERVISION RECEIVED

This position reports directly to the Cable Television Supervisor or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Plans all technical pre-production operations including the type and placement of production equipment (such as camera, audio and lighting equipment) and assembles and sets up scenery.
- Sets up, operates and maintains studio, control room, and field production equipment (such as television cameras, video recorders, microphones, lights, and photographic equipment.)
- Performs post-production duties of editing, dubbing, and duplicating tapes, photographic subjects or scenes, developing black and white prints and preparing slides for programs.
- Plans and coordinates the daily operations of the City's automated playback and alphanumeric system.
- Determines appropriate program format for prepared scripts. Prepares scripts, directs scripted and on-scripted video productions.
- Capable of performing in front of camera as host or co-host in creating video programs for cable T.V.
- Establishes and maintains records of equipment used to monitor performance and to facilitate planning for maintenance and supplies.
- Establishes and maintains a preventive maintenance schedule for production facilities and equipment.
- Establishes and maintains an equipment inventory system. Write reports summarizing the production activities for each program.
- Assists in directing location and studio productions.

- May supervise and direct the work activities of student interns.
- Provides training to community groups on cable television production and equipment use.
- Handle videotape "production requisitions" from requesting department.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, & Experience

- Bachelor's Degree in Communications, Journalism, Television Production, or closely related field, and
- Two (2) years of experience in television production (commercial, industrial or cable);
- OR a combination of education and qualifying experience necessary to perform the job.
- Ability to work a flexible schedule in order to meet the needs of the City, including evening and weekend assignments.

Licenses, Certificate and/or Special Requirements

- A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Knowledge, Skills, and Abilities

- Knowledge of all equipment and maintenance of television production equipment; television program creation, development, scripting and production.
- Knowledge of the types of television program formats, techniques of photography and film processing.
- Knowledge of English usage, spelling and grammar.
- Ability to set up, operate and maintain television production equipment.
- Ability to develop television programs in a variety of formats.
- Ability to assemble and set up scenery for TV program production.
- Ability to communicate effectively both orally and in writing.
- Ability to work independently and productively.
- Ability to establish and maintain effective working relationships with supervisors, City officials, employees and the public.
Ability to work independently and productively.
- Ability to supervise and direct the work of others including college and/or high school interns.

PHYSICAL DEMANDS

The physical demands described here are representative of those that 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.

While performing this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

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. The employee is occasionally exposed to wet and/or humid conditions. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

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

Revised: July 2023
CSC Approved: August 3, 2023 (pending)