

# **SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**

## **JOB TITLE: VIDEOGRAPHER/MEDIA TECHNICIAN**

**REPORTS TO:** Classified Coordinator, Communications  
**SUPERVISES:** No supervisory responsibilities

### **DEFINITION:**

Record, edit and assist in the scheduling and production of SLOCOE video, indoor/outdoor productions, social media and multimedia content. Assist with programming, operation and ongoing routine maintenance of broadcast and video production equipment for SLOCOE staff and clients.

### **QUALIFICATIONS:**

#### Required:

1. High school diploma or equivalent.
2. Three years experience in the operation of broadcast video, audio-visual and production equipment including work with recording and duplicating programs and experience in programming for broadcast and streaming of appropriate content.
3. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.
4. Valid California Driver's License.

#### Desired:

1. Experience with professional video editing software.

### **KNOWLEDGE AND ABILITY:**

1. Knowledge of general practices, procedures and techniques involved in the recording, editing and assembly of video for modes of distribution, including cable broadcast and online streaming.
2. Knowledge of file transfer protocol (FTP).
3. Knowledge of signal flow, wiring, and cabling as related to broadcast, video and production equipment.
4. Knowledge of operation of a computer and broadcast and media editing software.
5. Knowledge of programming software.
6. Knowledge of proper methods of storing and maintaining equipment, materials and supplies.
7. Knowledge of applicable laws, codes, regulations, policies and procedures.
8. Knowledge of policies and objectives of assigned programs and activities.
9. Knowledge of basic record-keeping and report preparation techniques.
10. Ability to interpret, apply and explain applicable laws, codes, regulations, policies and procedures.
11. Ability to communicate effectively both verbally and in writing.
12. Ability to operate a computer and software, including video editing programs.
13. Ability to operate video production equipment.
14. Ability to demonstrate interpersonal skills with tact, patience and courtesy.
15. Ability to maintain regular and reliable attendance.
16. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
17. Ability to establish and maintain positive and effective working relationships with diverse populations.
18. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
19. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
20. Ability to deal with problems or issues involving several variables in standardized situations.

**ESSENTIAL FUNCTIONS:**

1. Set up and operate video production and audio-visual equipment such as cameras, tripods, microphones, monitors, DVD players, recorders, receivers, lighting, computers and software. Record, edit and assist in the scheduling and production of SLOCOE video, indoor/outdoor productions, podcasts and multimedia content. Collaborate on preproduction of video. Record satellite programs and educational features and programs according to established specifications, guidelines and procedures.
2. Maintain databases of SLOCOE and public feeds and programs. Perform regular backups to computer files to maintain integrity of program databases.
3. Assemble and edit audio and video segments in the compilation of productions. Prepare and format master recordings.
4. Assist with maintenance of video programming and calendar as directed to ensure current and relevant broadcast and streaming content.
5. Download, reformat, and schedule programs according to established daily schedule. Verify, reformat, and edit incoming satellite, streaming, and FTP content. Perform editing tasks as necessary for productions. Add graphic screens, overlays and crawls to programming as directed, and prepare for projects to be played on air. Assist with monitoring COETV broadcasting signal and report technical issues to appropriate personnel.
6. Assist with conducting preventative maintenance on studio and production and video equipment and fixtures. Troubleshoot and maintain related video equipment to ensure operability. Perform equipment inventory checks and track materials as needed.
7. Perform technical pre and post production checks of equipment, fixtures, wiring and cables to ensure safety and proper working order.
8. Communicate with SLOCOE personnel and various outside agencies to exchange information and resolve issues or concerns.
9. Assure recording and duplication activities comply with established laws, codes, rules, regulations, policies and procedures.
10. Attend workshops, classes, and seminars to gain and maintain current knowledge of computer, video, and media applications, programs, and advances.
11. Other duties as required within the scope and skill level of the classification.

**ENVIRONMENT:**

Indoor and outdoor work environment.

**PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to operate duplicating machines and other audio-visual equipment.
2. Hearing and speaking to exchange information.
3. Seeing to view monitors and read a variety of materials.
4. Sitting or standing for extended periods of time.
5. Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height.
6. Lifting, carrying, pushing or pulling moderately heavy objects.

**HAZARDS:**

1. Working around electricity and electrical components.

Grade Allocation: 29
Adopted: 7/1/04
Revised: 4/27/11; 5/32/18