

CITY OF ROSEVILLE

VIDEO AND MULTIMEDIA TECHNICIAN

DEFINITION

To perform responsible technical duties related to the development and production of high quality video productions that integrate and elevate the City's multi-media presence on social media and provide community engagement; to coordinate the City's online and televised broadcast resources to ensure continued public access to the City's services; and to provide technical assistance to management.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned manager.

May exercise technical and functional supervision over technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties include, but are not limited, to the following:

Plan and participate in the production of the City's live television broadcast including the oversight of volunteers and/or consultants.

Write, produce and develop video content.

Operate a variety of technical equipment in the broadcast control room; replace parts and repair equipment or secure vendor assistance; maintain service records and schedules.

Develop, implement and maintain a Citywide video content work plan and schedule.

Serve as a creative resource in video production including seeking new industry trends and developing and implementing creative approaches that increase community and civic engagement through video.

Provide technical support as it relates to the use of video and photography in social media and electronic media.

Maintain the City's photographic resources including photo databases.

Research, recommend and develop new outlets for the dissemination of video in order to reach a wider audience.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Media production and distribution processes and technologies.

Digital and analog television and other media production practices and techniques.

Common broadcast equipment.

Audio and video streaming technology and video compression for the web.

English usage, spelling, punctuation and grammar.

Customer service principles and public relations techniques.

Ability to:

Perform technical duties in the development and production of video productions.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem systems and equipment.

On a continuous basis, sit at a desk for long period of time. Intermittently walk, bend, or stoop while repairing or operating equipment; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Operate and maintain a variety of production equipment.

Use computer applications for the development and production of videos.

Maintain current knowledge of technological advances in the field.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training

Experience:

Video and Multimedia Technician

-3-

Two years of increasingly responsible experience in the operations of audio/video equipment that included video production.

Training:

Equivalent to an Associate's degree from an accredited college or university in computer science, media communication, or related field.

License or Certificate

Possession of California Class C driver's license is required by date of appointment.

07-22-17 Video and Multimedia Technician