

## **Video Technology Specialist**

### **Purpose Statement**

The job of Video Technology Specialist is to shoot, edit and help produce video for district communications and to serve as a resource to school site and district staff in the areas of video productions.

This job reports to the Director of Communication and Services.

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### **Essential Functions**

- Attends meeting and seminars as assigned for the purpose of conveying and gathering information required to perform functions.
- Edits initial recording media for the purpose of creating timely communications.
- Maintains and transports inventory of equipment and supplies.
- Maintains district video archive and related inventory.
- Produces photography and videos for the purpose of meeting district communication goals.
- Provides technical and physical support to broadcast journalism programs and video productions at schools and other district departments
- Records events for the purpose of sharing and archiving important district activities.
- Researches audiovisual equipment, vendors and emerging technology for the purpose of recommending purchases, vendors and suppliers and being knowledgeable on developments in the industry.
- Responds to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction.
- Troubleshoots equipment malfunctions for the purpose of performing minor repairs and/or referring to repair services.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent computer applications; operating digital and analog video editing systems; creating broadcast-quality video presentations; basic principles of communication, photography, basic graphic design; operating equipment used in audio/video production and editing; and diagnosing equipment malfunctions.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based

competencies required to satisfactorily perform the functions of the job include: working knowledge of electronics and personal computers; basic graphic design techniques and typography; concepts of television video production; English grammar and composition; current and emerging technology; office application software; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; working within time constraints; adhering to safety practices; and working as part of a team; communicating with diverse groups; dealing with frequent interruptions; meeting deadlines and schedules; and setting priorities.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Job-Related Skills Proficiency Test

Certificates

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Range