

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: VIDEO PRODUCTION SUPERVISOR**

**DEFINITION:**

Under general direction, supervises the video production and post-production; serves as producer for programs; assesses the overall technical needs and quality of video productions and related equipment; leads, schedules and trains assigned staff.

**DIVERSITY STATEMENT:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**REPRESENTATIVE DUTIES:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

**ESSENTIAL FUNCTIONS:**

Supervises the production and post-production of SDCOE videos.

Supervises the content development, writing, scheduling, shooting, editing, and distribution of video programs.

Ensures productions meet SDCOE's quality standards by conducting regular quality checks and making necessary adjustments.

Reviews footage, selects the best shots, cuts and arranges footage, adds special effects and graphics, incorporates sound and music and other editing responsibilities.

Reviews production work in progress and serves as producer for programs.

Contributes creative ideas and suggestions to improve the overall quality of video production.

Prepares and deliver final videos in the appropriate format and ensures they are properly distributed to the intended audience.

Develops and implements short- and long-range production, programming, and operation plans to enhance SDCOE's video strategy.

Analyzes media production requests and prepares cost estimates.

Confers with clients to clarify project objectives.

Schedules facilities use and ensure compliance with timelines and standards of quality.

Assesses the technical needs of studio, remote, live and recorded television productions and organizes and schedules necessary equipment and facilities.

Coordinates and schedules crew members for live, studio and field production.  
Contacts and coordinates with outside vendors in order to rent additional production equipment.  
Maintains current knowledge of technical developments in television engineering and keeps management informed of developments.  
Evaluates new equipment.  
Provides technical advice to SDCOE staff on the selection and use of equipment.  
Assists with the installation of equipment and performs minor repairs.  
Provides input on the planning and design of facilities.  
Trains media workers in the use and care of technical equipment and facilities.  
Provides technical guidance and assistance to production staff.  
Shares knowledge and experience with students via job shadowing, hosting field trips, career days, internships, and other opportunities.

**NON-ESSENTIAL FUNCTIONS:**

Performs related duties as assigned.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

Valid CA driver's license to travel to shoot locations.

**EDUCATION AND EXPERIENCE:**

A combination of education and experience which clearly demonstrates possession of the knowledge and abilities listed below. A typical qualifying experience would include: a minimum of three (3) years of experience in the operation of television production and post-production equipment; video editing and operation of editing equipment; and experience organizing and scheduling necessary equipment and/or facilities for television productions. Completion of college-level or industry recognized training in telecommunications may be considered as one year of the work experience requirement. Experience leading the work of others is required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Installation, operation and maintenance of a variety of television production, post-production and master control equipment;  
Editing procedures and equipment;  
Federal Communications Commission (FCC) rules and regulations pertaining to technical operations;  
Safety practices related to the operation of technical equipment in the studio and the field;  
Current video storytelling techniques;  
Current videography, photography, and editing principles and best practices.

**ABILITY TO:**

Promote a human-centered culture that elevates the strengths of others creating a sense of belonging;

Practice cultural competency while working collaboratively with diverse groups and individuals;  
 Ensure that assigned projects adhere to SDCOE brand standards;  
 Use a computer to maintain databases, activity records and reports;  
 Establish cooperative working relationships with those contacted in the course of work;  
 Schedule, train and direct assigned staff;  
 Assess television production technical needs and organize and schedule necessary equipment and facilities;  
 Effective written and verbal communication skills;  
 Work with minimum supervision.

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

Indoor production or field studio, as well as field production. Ability to travel to and from work locations as required. Willingness to maintain flexible working hours.

Must be able to hear and speak to exchange information; see to perform assigned duties; stand for extended periods of time; possess dexterity of hands and fingers to operate necessary equipment; kneel, reach overhead, above the shoulders and horizontally, to retrieve and store files; stoop, bend at the waist, push, crawl, stretch and lift cameras and equipment weighing up to 50 pounds. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Established	Approved by Personnel Commission	Revised	FLSA Status	Salary Range
06/2004	06/14/2004	12/2017; 10/2023	Non-Exempt	Classified Support Grade 63