ASSISTANT MANAGER OF TAHOE TRUCKEE MEDIA SERVICES - TTM

Purpose Statement

The Assistant Manager Tahoe Truckee Media Services (TTM) role is a hands-on technical position with responsibility for the coordination, implementation and technical aspects of TTM and staff. The Assistant Manager is responsible for maintaining equipment and technical resources, supervising video production by schools and TTM staff for qualifying agencies, and for maintaining the schedule of shows and bulletin board items shown on TTM channels.

Essential Functions

- Implements general maintenance of facility and equipment
- Demonstrates technical expertise and video production experience
- Coordinates and organizes the facility for the purpose of usage, according to rules and regulations of TTM
- Maintains working relationships with the public, the educational community and others who utilize the TTM facility in the course of work for the purpose of achieving program objectives
- Creates and/or supervises production of videos for qualifying agencies
- Uses writing, speaking and multimedia presentation techniques for the purpose of conveying information
- Monitors the cablecast and website of TTM
- Maintains TTM website and social media sites in coordination with the Manager
- Supervises the coordination of staff and scheduling for local area government meeting coverage in coordination with the Manager
- Works directly with videography staff that cover local area government meetings to ensure complete coverage of all required meetings
- Provides indexing services for all meetings
- Provides services as a videographer at local area government meetings when needed
- Trains new videography staff for local government meetings coverage
- Maintains video recording and streaming equipment at qualifying agencies
- Other related duties as assigned

Job Requirements & Skills

Knowledge of:

- Basic math, including calculations using fractions, percent's, and/or ratios
- Governmental and educational television policy and procedures
- General graphics and presentation methods
- Word processing, college level writing, spreadsheet/database and computer graphic skills
- Current video protocols needed for distribution on TTM channels
- YouTube and Vimeo

Ability to:

- Perform single, technical tasks
- Demonstrate Non-linear skills using industry standard software (Final Cut Pro and/or Adobe Premier), digital video HD cameras skills and digital videography workflows, videography skills including lighting, audio and basic image composition
- Organize and implement the digital scheduling equipment and computer software required for

daily programming of the station broadcasts and is familiar with wireless and wired networking systems
- Edit video on industry standard software
- Insert video into the TTM webpage and websites of qualifying agencies and groups.
- Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions
- Develop and effectively communicate presentation materials
- Work with varied groups, organize tasks for others, and communicate ideas and instructions
- Ensure compliance with operating policies and procedures regarding public and educational use
- Direct the operation of program production, including related facilities and equipment
- Ensure the implementation of production training sessions including the development of training materials and handbooks
- Develop staff and community orientation materials
- Oversee equipment inventory, preventative maintenance, installation, design and assembly of video systems
- Excellent verbal, written and interpersonal skills
- Ability to work independently, high degree of self-motivation
- Proficiency with current technology for performance of duties
- Excellent analytical and critical thinking and judgment skills
- Strong interpersonal skills

Responsibility

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience

Television management, in EG access and/or in educational/ government television at supervisory level preferred
Non-profit organization experience preferred

Education

Bachelor's Degree in related field or equivalent related professional and/or academic experience

Required Testing

Successful Completion of Pre-Employment Process

Additional Qualifications

Ability to travel to other sites/locations

Continuing Education/ Training

Training attendance at workshops as appropriate
Continual training to refine skills to meet industry standards

Certificates & Licenses

Valid California Driver's License

Clearances

DOJ/FBI Fingerprint Clearance
TB Clearance

Supervision

Manager of Tahoe Truckee Media and Coordinator of District Communication

Salary Grade

Classified Management Salary Schedule Range 114

Work Year

230 Days