



Job Description

POSITION TITLE:	Program Manager II, Video Production and Media Manager CodeStack Professional Learning and Support	JD#6372
SALARY PLACEMENT:	Management Salary Schedule Range 09	

SUMMARY OF POSITION:

Under the direction of the CodeStack Division Director, the Program Manager II will plan, coordinate, produce and manage multimedia communications and digital content to support organizational initiatives, programs, events, and public engagement efforts. Responsibilities include photography, videography, video production, editing, branding, livestreaming, and digital storytelling. This position develops and delivers high-quality visual and multimedia materials for internal and external audiences across multiple platforms. This role supervises and manages multimedia production staff, coordinates production workflows and project timelines, and collaborates with departments, staff, community members, and leadership to support communication strategies, and enhance organizational visibility.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree in Communication, Marketing, Journalism, or a related field or five years of professional experience in photography and videography production and editing and digital media. Must have remote pilot certification and or 5+years' experience flying drones.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree with a concentration in film and digital media, graphic design, or computer-related technology.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- principles and practices of multimedia production, digital storytelling, and visual communications
- Photoshop Illustrator, After Effects, Lightroom, Audition, In Design and related production tools
- project management principles and workflow coordination for media production projects
- applicable copyright laws, licensing requirements, accessibility standards, and public communication practices

Ability to:

- operate a computer
- plan, produce, edit, and deliver high-quality multimedia content across multiple platforms and audiences
- operate professional photography, videography, lighting, and audio equipment
- manage multiple projects, deadlines, and priorities in a fast-paced environment
- communicate effectively both orally and in writing with staff, leadership, vendors, students, and community stakeholders
- translate complex information into engaging and accessible visual content
- maintain brand consistency and professional standards across all media products
- work independently with minimal supervision while collaborating effectively within a team environment

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a high level of experience with video production, cameras, lighting, drones, and video editing
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:

The Program Manager series represents advanced management positions and has three levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with county office programs, school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
5. Maintain current knowledge of and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Plan, coordinate, produce, and manage multimedia production projects in support of organizational programs, events, initiatives, and communications.
14. Coordinate photography, videography, livestreaming, audio production, and post-production editing activities.
15. Develop and maintain production schedules, project timelines, workflow processes, and related production documentation to ensure timely completion of assignments and deliverables.
16. Operate and oversee the use, maintenance, and inventory of multimedia production equipment, software, and digital assets.
17. Produce and edit video, audio, and multimedia content for presentations, trainings, events, public information, and organizational communications.
18. Coordinate and support multimedia coverage for meetings, conferences, ceremonies, trainings, and special events.
19. Ensure multimedia productions maintain organizational standards, accessibility requirements, branding consistency, and professional quality.
20. Operate and monitor computers, fly drones, camera equipment, and other related equipment.
21. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 50 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in a standard office environment and come in direct contact with SJCOE staff, school district staff, outside agency staff, and the public. Employees may be required to work outside of normal workdays and office hours.

7/7/2026 final sc