

VILLAGE OF PLAINFIELD
Job Description

Job Title: Cable Television Operator
Department: Administration
Reports To: Village Clerk
FLSA Status: Non-Exempt
Accepted Date: 07/01/2017
Salary Grade: 1

Summary Under administrative direction, this person performs highly technical duties including assisting in coordinating and operating functions pertaining to the Village cable television production center and channel.

This includes: operation of the production studio, equipment, and facilities; training; studio and remote location usage; preventative maintenance; inventory of equipment and supplies; preparing programming for broadcast on cable television, and programming and filming government access programming including live cablecasts of Village Board, Committee Meetings, and Plan Commission meetings and in-house and remote public access programming and community events.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Attendance at and taping of all Village Meetings, including Village Board Meetings, Workshops, Plan Commission Meetings, Historic Preservation Meetings, and special meetings as well as community events and other special projects.

Timely updates of the message board with press releases and community information.

Operates production studio and facilities.

Operates equipment including cameras, sound mixers, video and dvd decks, etc.

Trains others in use of all cable production and taping related equipment. Determines time and day of training class and plans outline of material to be covered. Distributes manuals and instructs and demonstrates to trainees, care, setup, and operation of equipment such as tripods, microphones, and portable camera.

Determines equipment required to film event and sets up and operates equipment such as lights and portable camera to film event.

Films/tapes programs at remote locations with use of portable equipment when special project arises.

Loads dvd/videotape deck with dvd/videotapes.

Reviews dvd/videotape of filmed event to determine quality of video and color.

Sets inpoints and outpoints for graphics, voice, and music.

Schedules equipment usage and maintenance.

Edits and duplicates dvds/videotapes

Observes monitors to verify that video, voice, and music are synchronized during editing/copying process.

Reviews assembled dvd/videotape to discern quality of video and audio signals and operates controls to clarify and adjust video and audio signals.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments; Maintains confidentiality.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment, building, and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

One year of experience in television or video/audio engineering is preferred.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Strong oral and written communication skills required.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of the Internet and design, editing, email, and word processing software. Knowledge of Microsoft PowerPoint a plus.

Certificates, Licenses, Registrations

N/A

Other Skills and Abilities

Requires thorough technical and production knowledge of cable television operations, equipment, and facilities.

Ability to operate computer, audio, video, and editing equipment.

Ability to lift video production equipment.

Other Qualifications

Must be able to work evenings.

Must have flexibility with scheduling.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer or the position outlined herein change.

The Village of Plainfield is an Equal Opportunity Employer and encourages persons of diverse backgrounds to apply for available positions.