

CABLE/COMMUNICATIONS TECHNICIAN

\$30.4593 - \$38.8747 Hourly

\$60,187.58 - \$76,816.49 Annually

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all duties performed within the job.

DEFINITION

Under direction of the City Clerk, performs installations, configurations, troubleshooting and maintenance of hardware, software, peripheral, and related communication equipment. Performs and coordinates technical and engineering functions relating to the production, programming and operations of cable television programs; performs pre-production and post-production duties; performs related work as assigned. Receives and responds to requests for assistance from users; researches, analyzes, and provides solutions to information systems problems and performs other related work as required.

CLASS CHARACTERISTICS

This classification receives general supervision from the City Clerk. Under immediate supervision, incumbents facilitate cable broadcasts, video and audio recording, cable and IT hardware and software installation, user support duties and acting as general production support. Incumbents are expected to have a high degree of technical expertise and to exercise considerable independence, judgment and discretion while providing service to the community and coordinating work processes.

ESSENTIAL DUTIES

- Assists with the administration, coordination and implementation of operation, security and maintenance of city-wide computer systems ensuring consistency and compatibility with other specialized systems required by specific departments.
- Performs production duties including technical directing, creating and producing electronic graphics, setting up camera and operating camera and audio equipment.
- Sets up, operates and maintains studio, control room and field production equipment.
- Develops and enters programming schedules into the automated playback system.
- Maintains videotape library control systems.
- Compiles and verifies necessary information to prepare announcements for the cable channels.
- Collects and enters new and updated alphanumeric messages for City's cable channel.
- Duplicates tapes and tapes in response to specific requests and for playback on the cable channels.
- Oversees the operation and maintenance of a variety of video equipment.
- Performs post-production duties of editing, dubbing and duplicating tapes.

- Assists in research of potential hardware and software upgrades and evaluation of developing technologies with the intent of fulfilling existing and future needs by considering budgetary and time constraints.
- Installs new software releases, system upgrades, evaluates and installs patches, troubleshoots and resolves software related problems.
- Monitors day-to-day computer operations, including functionality of systems, internet, email, and network traffic logging; ensure daily and weekly backup of information systems and databases.

QUALIFICATIONS

Knowledge of:

- Principles and operations of management information systems and peripheral equipment (computers, networks, phones, Internet, software and hardware applications, cabling, printers, plotters, routers, data lines and modems, etc.)
- Principles and techniques of television production.
- Operating procedures, maintenance and various types of video production equipment and audio-visual equipment.
- Principles of operation of automated playback system and alphanumeric display systems.
- State and federal laws and regulations concerning the operation of cable systems.
- Computer applications related to the work.

Skill in:

- Using tape and tape editing techniques.
- Setting up, operating and maintaining video production equipment, including camera, electronic graphics and audio.
- Directing multi- and single-camera productions.
- Interpreting, applying and explaining laws policies and regulations.
- Preparing effective and accurate reports, correspondence and other written materials.
- Representing the department and the City effectively with public and private organizations and the public.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Install, configure and maintain management information technologies for the City (e.g. computers, networks, phones, voice mail, Internet, etc.)
- Observe and problem solve operational and technical deficiencies; interpret and verbally explain technical concepts to less technical individuals
- Manage multiple projects simultaneously and be sensitive to deadlines and changing priorities
- Work flexible hours if necessary.

Education, Experience and Training:

Any combination of education and experience equivalent which has provided the knowledge, skills and ability necessary for satisfactory job performance would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Equivalent to possession of an Associate of Arts degree with major coursework in communications, television production or a closely related field course work in information technology, computer science, or closely related field.

Experience:

One year of experience performing technical television production work. One year experience in troubleshooting, diagnosing, repairing and installing personal computers, printers and peripherals; and experience working with Windows and PCs is highly desirable.

Training:

Any recent training, such as academic courses and certification programs, which are relevant to this job classification.

Working Conditions:

May be required to work evening, weekend and holiday hours, overtime.

Licenses and Certifications:

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

An employee is regularly required to sit for long periods of time; intermittently stand, walk, bend, climb, kneel and twist while working on computer equipment, peripherals, and ancillary equipment; perform simple grasping and fine manipulation; use telephone, write and use

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keyboard to communicate; discern wire colors and see small text and numbers on wiring and circuitry; routinely move equipment weighing up to 30 pounds.

While performing duties, the employee is regularly required to use various hand tools and testing equipment in repair, adjustment and problem identification of personal computers and related equipment; read and interpret complex data, information and documents; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Note: Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date