

# Senior Media Technician



## General Summary of Classification:

Plans, operates, maintains, and repairs media-related technology for the County's government access television channel, conferences, and events. Responsible for the installation and fluid operation of hardware and software, media-related networking, broadcast equipment, servers, telecom, and audio-visual equipment. Provides production support and general A/V support as required. Performs related duties as required. Works independently under minimal supervision.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- Installs, maintains, and troubleshoots audio, video, control, computer, lighting, satellite systems.
- As needed, configures, and installs media-related network cables / back-line.
- Supervises contract installation personnel and technicians providing service support for equipment and facilities.
- May direct event or production personnel.
- Provides broad engineering support for video production, including on-site support and board templates.
- Improves and ensures data security for media systems and assets and functions as internal network administrator.
- Ensures signal and service continuity for broadcasts and quality control.
- Operates, programs and monitors playback and master control equipment for studio.
- Repairs cameras and other equipment and maintains responsibility for equipment software updates.
- Researches, develops, and implements system and equipment upgrades.
- Provides hands-on A/V support for meetings, events, training, and productions.
- Provides training and assistance to end-users as needed.
- May be required to be on-call as needed to support County-wide media technology needs.
- Provides on-sites service and support for conferences, sporting events, and other special events.
- Creates and maintain workflows and technical documentation.
- Follows required procedures and creates and maintains necessary records as assigned.
- Follows and adheres to relevant County technology security and other technology policies and advises end users on proper application of and adherence to policies.
- Maintains a thorough up-to-date working knowledge and understanding of media production techniques, technologies, and equipment.
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** The ability to operate and troubleshoot media equipment and networks; the ability to identify and implement media solutions.
- **Technical:** Computer skills, the ability to use typical business software, proprietary software, and applications. In-depth, current knowledge of evolving media technologies, to include cameras, television studio equipment systems, broadcasting, AV equipment, production equipment, media-related networking.
- **Interpersonal, Communication and Customer Service:** Strong customer relations skills with the ability to work independently and as part of a team.
- **Leadership:** The ability to lead contractors. The ability to appropriately represent the County in work interactions.
- **Environment:** Works in office and studio settings and various indoor and outdoor sites. May require the ability to work on-call or a flexible schedule as needed. May work under adverse temperatures and/or weather conditions.
- **Physical ability:** Sufficient to carry and maneuver equipment and to perform assigned duties in multiple locations. These include climbing ladders, driving, and moderate to heavy lifting.

## Minimum Education and Experience:

- **Education:** Four (4) year degree in a job-relevant field of study such as mass communications or television production
- **Experience:** Five (5) years of relevant television production/direction and telecommunications work experience;
- **OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.