



Classification: Video Production Specialist I

Title Code: V00344

Pay Range: 18

POSITION SUMMARY: This is responsible technical work in the application of production techniques in creating, directing, and producing multi-media content. Work also includes set-up of production equipment and assisting other personnel in the operation of multi-media equipment. The employee is responsible for maintaining all records of the division's charge-back program utilized by other agencies requesting training and other media. General supervision is provided by a designated superior who reviews work primarily for determining achievement of program goals.

DESCRIPTION OF DUTIES PERFORMED: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Serves as producer, director, videographer, lighting technician, and editor for instructional, promotional, and recruitment video; coordinates productions with members of the Highway Patrol and other agencies; researches content and scripts in planning meetings for state and national publication.

Interviews content experts and recruits actors for production; establishes production schedules by procuring props, vehicles and shooting locations.

Creates graphics, animations, and illustrations using image manipulation software to be included in video and CD, DVD projects and computer presentations; trains staff in the use of computers as graphics tools; photographs subjects/events as needed.

Gathers material and writes scripts; edits raw footage on a non-linear video editing system; operates a variety of equipment to design and execute computerized editing, animation, titling and closed captioning; transfers video, audio and photographic materials to computer compatible images for manipulation.

Designs, purchases, installs, and maintains internal closed-circuit video systems and sound reinforcement systems.

Gathers, transports, operates and maintains production equipment such as cameras, teleprompters, computers, audio cables, adaptors, microphones, mixers, monitors, lighting, batteries, reflectors, etc.; troubleshoots defective equipment as necessary.

Produces multi-media, e.g., DVD, CD, data files in several digital formats, etc.; prepares video duplicates using several duplication formats; coordinates with outside agencies for large volume duplication projects and maintains log of the Patrol's charge-back program.

Designs and creates artwork, creates story boards, and acquires music scores for video productions.

Stays current on developing technology through membership in professional organizations and subscriptions to professional trade publications.

Performs and oversees the maintenance and troubleshooting of video/audio equipment; researches, evaluates and recommends equipment purchases as necessary.

Attends training meetings and/or conferences as necessary.

Sets up audio/video equipment for classroom or outside scenarios for training purposes.

Instructs classes in the use and development of video production aids.

Studies department objectives, policies, and operating procedures to assist in the assessment of the multi-media program.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of and proficiency with video production equipment.

Knowledge of and proficiency in Avid and Final Cut Pro editing systems/software.

Knowledge of and proficiency with Photoshop.

Knowledge of the methods and techniques used in video productions including video acquisition equipment.

Knowledge of lighting as it applies to video production and reproduction.

Knowledge of programming, equipment, and set arrangements necessary for successful audio-video programming.

Knowledge of digital and analog video cameras, digital video editing equipment, teleprompters, digital scanners, CD & DVD authoring, etc.

Basic knowledge of the methods utilized to troubleshoot computers.

Ability to troubleshoot and provide maintenance and repair to video/audio equipment.

Ability to transport and operate a wide variety of multi-media equipment (e.g., cameras, camcorders, fluid head tripods, video recording decks, multi-channel audio system, CD & DVD authoring equipment, audio cables, adaptors, microphones, mixers, monitors, lighting, batteries, reflectors, etc.).

Ability to lift and transport 40 pounds.

Experience working with tapeless video workflows (Panasonic P2, SD card, Compact Flash card, iPhone).

Experience with compression and encoding of video for the web (H.264/MPEG4, Silverlight, Windows Media, Apple QuickTime, Sorensen Squeeze, MPEG Streamclip, Audacity).

Must be proficient in both Apple and PC computer formats.

Ability to maintain, troubleshoot, and repair computers in both Apple and PC formats.

Ability to work independently.

Ability to work closely with others as a cooperative team and display team leadership.

Ability to effectively write scripts.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED: (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited four-year college or university with a degree in radio and television production, cinematography and video productions, mass communications, or related field or comparable experience.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.