

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

04-26-96

VIDEO PRODUCTION COORDINATOR, 1802

Summary of Duties: Performs a combination of production and administrative tasks related to planning, organizing, and coordinating municipal access productions and operations; schedules and coordinates requests for production, editing, translation and dubbing; serves as producer, associate producer, director, post production supervisor, and scriptwriter for municipal access projects; assists in the recruitment, evaluation, and selection of contractors; provides direct staff support to the Cable Television Production Manager II and Municipal Access Policy Board; and does related work.

Distinguishing Features: An employee of this class is responsible for performing and completing a multitude of tasks in an organized, effective, efficient, and timely manner. A Video Production Coordinator must be self-motivated and possess strong analytical and organizational skills in order to work effectively in a high pressure, multi-task environment. A Video Production Coordinator must also produce work in a timely manner that is clear, accurate, and thorough. An employee of this class must also possess strong communication and interpersonal skills in order to work effectively with employees, contractors, and the public. Assignments are received in terms of desired objectives and results are evaluated in terms of desired results.

Examples of Duties: A Video Production Coordinator:

- ! Coordinates video production scheduling, including booking contractors for municipal productions, coordinating and securing equipment and vehicle reservation and rental, and assisting in finding and selecting suitable locations for production shoots;
- ! Schedules on-going requests for production, editing, and facility usage by contractors;
- ! Produces, directs, and associate produces municipal access productions;
- ! Researches potential contractors and vendors for the provision of related production equipment, props, talent, stock footage, and other items;
- ! Assists in the solicitation, review, interview and evaluation of contractors;
- ! Processes personal services contracts;
- ! Tracks production spending to assure budgeted expenditures are not exceeded;
- ! Processes, verifies, and reconciles all invoices and other accounting documents

for municipal access productions, such as renting equipment, ordering dubs, and coordinating other elements of production;

- ! Identifies and corrects errors and clarifies discrepancies, such as tracking and resolving contractor payment problems;
- ! Updates project database and generates financial and project completion reports;
- ! Coordinates award entries for competitions;

- ! Assists the Cable TV Production Manager in the preparation of Board meetings and related production meetings;
- ! Assists in the distribution of municipal access productions to the broadcast media;
- ! Organizes quarterly signal tests for L.A. Cityview Channel 35;
- ! Facilitates and provides for the translation needs and services of municipal production projects for multi-language presentations;
- ! Serves as a liaison and maintains professional associations with broadcast public service directors.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- ! Principles, practices, methods, and techniques used in video production work, municipal access productions and operations, and public information dissemination;
- ! Video production and related equipment such as cameras, lights, routers, and switching equipment;
- ! The operation and use of video production facilities such as studios and edit bays;
- ! Safety hazards, principles, and practices pertaining to video production operations and related equipment;
- ! City rules, procedures, and standards governing the solicitation, evaluation, awarding, and enforcement of contract/vendor services;
- ! Established municipal access policies and operating procedures;
- ! Budget and administrative procedures.

A working knowledge of:

- ! Principles and requirements for writing, editing, and revising bid specifications;
- ! Clerical accounting methods, procedures, and practices;
- ! The operation, use, and care of video production and related equipment.

A general knowledge of:

- ! Organization and time-management principles, techniques, methods, and practices.

The ability to:

- ! Plan, organize, and coordinate municipal access production projects and operations;
- ! Meet deadlines and produce accurate work;
- ! Process and maintain documentation and records for municipal access productions and operations;
- ! Interpret and enforce established municipal access policies and operating procedures;

- ! Write clear, concise and accurate reports and correspondence;
- ! Communicate and deal tactfully and effectively with City officials, employees, representatives from outside agencies, contractors, vendors and the public.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

Minimum Requirements:

1. Three years of full-time paid experience in video production, including experience producing, directing, and performing general administrative work.
2. Two years of education from a recognized college or university with successful completion of at least 12 semester or 18 quarter units in Communications or a closely related field may substitute for one year of the required experience.

College course work with an emphasis on television is especially desired.

License: A valid California drivers license may be required for some positions in this class.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.