

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

04-26-96

VIDEO TECHNICIAN, 6145

Summary of Duties: Operates municipal access equipment for City departments, City Council offices, the Mayor, and other City sponsored public meetings and events; performs on-line editing, oversees and performs related tasks in a particular area of municipal access operations, such as field production, directing and producing Council and other meeting coverage, or post-production; acts as a liaison to city departments, the Mayor's Office and the Council in providing related services; provides technical assistance in the operation and maintenance of equipment; and does related work.

Distinguishing Features: An employee of this class is responsible for all phases of video production and editing. Employees in this class must be fully familiar with the creative process, production techniques, and the operations of all related equipment. Some positions may oversee one of the three areas in municipal access operations: field production, post-production, or Council/public meeting coverage.

An employee of this class does not normally supervise, but may act in a lead capacity over others in the same class. Some positions may provide technical assistance and support to other Video Technicians.

Examples of Duties: A Video Technician:

- ! Serves as part of the production crew for Council/public meeting coverage and other municipal productions;
- ! Operates broadcast video systems, such as computer robotic cameras, video switchers, and related video equipment;
- ! Performs CMX-style on-line editing, off-line editing, non-linear editing, field production, lighting, audio, character generator operation, producing, directing, technical directing, routing, patching, digitizing, dubbing, pre-production meetings, edit list preparation and Teleprompter services in accordance with industry broadcast standards for municipal access productions and operations;
- ! Conducts pre-production meetings, site surveys, and performs production set-up and breakdown, camera setup, and other related activities in order to complete a municipal access project;
- ! Acts in a lead capacity over Playback Operators for the preparation and quality control of videotapes for playback;

- ! Follows-up and resolves video playback discrepancies as reported by Playback Operators;
- ! Develops and implements training procedures for Video Playback Operators on proper playback operations;
- ! Performs playback videotape dubbing, transferring, window dubs, and editing;
- ! Maintains liaison with the City Council, City Clerk's Office, the Chief Legislative Analyst, and others relating to the coverage of Council meetings;
- ! Produces and directs various video projects for City departments;
- ! Assists in conducting research, budget development, client meetings, treatment writing, location scouting, concept development, pre-interviews, script consultation meetings, coordinating productions, developing production schedules, directing, script writing, logging, window dubs, paper editing, rough editing, and final editing in order to produce and direct a municipal access programming project;
- ! Assists and works with other Video Technicians in the area of Council/Public meeting coverage and post-production and field operation to coordinate municipal access projects and to share resources as needed;
- ! Provides technical direction to Council video crew members, including playback operators, video librarians and traffic coordinators to ensure work assignments are effectively implemented;
- ! Resolves various technical and non-technical problems on an on-call basis;
- ! Maintains and monitors the proper security of field production and editing equipment for field and studio shoots;
- ! Ensures that video production equipment is maintained in good working order and reports equipment problems to designated personnel and may assist engineering staff in performing routine equipment maintenance;
- ! Provides backup support to Videotape Librarian and Channel Traffic and Information Coordinator;
- ! Trains contract field crews on the proper usage and standard operating procedures of production equipment;
- ! Oversees the editing of all Channel's projects, ensures that all edit bays are in good working order and assists designated personnel in reporting equipment problems and maintaining procedures;
- ! Trains contract editors on the proper usage and standard operating procedures of edit bays;
- ! Maintains and ensures proper usage of music and sound libraries used in the editing bays.

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:

- ! The operations of video production, editing, and field equipment such as cameras, lights, remote-controlled camera systems, routers, time base correctors, audio, patch panels, waveform, vector scope and automated playback systems;
- ! The storage and maintenance of a wide variety of video production equipment, such as cameras, lights, remote-controlled camera systems, routers, time base correctors, audio, patch panels, waveform, vector scope and automated playback systems;
- ! Common sources of trouble in and the methods of maintaining and servicing all types of video production equipment;
- ! Test equipment, tools, and materials used in the maintenance and repair of video production equipment;
- ! Safety precautions and hazards involved in working around video production equipment in the studio and in the field;
- ! The operation and use of video production equipment such as studio, field, and editing equipment;
- ! Video production techniques and procedures used for municipal access productions and operations;
- ! Systems design and studio facility configuration.

A working knowledge of:

- ! Operating policies, technical standards, and municipal access guidelines and policies;
- ! Video production materials and supplies such as tapes and tape stock.

A general knowledge of:

- ! Training techniques and practices.

The ability to:

- ! Operate a wide variety of broadcast quality video production equipment, such as cameras, lights, remote-controlled camera systems, routers, time base correctors, audio, patch panels, waveform, vector scope and automated playback systems;
- ! Use test equipment, tools, and materials employed in servicing and maintaining video production equipment;
- ! Maintain records on equipment;
- ! Evaluate video production needs of the department;
- ! Meet deadlines in a timely, accurate, and organized manner;
- ! Edit scripts and narratives;
- ! Assist in researching materials for municipal access programming projects;
- ! Be creative, think independently, and exercise sound judgment and clarity;
- ! Motivate fellow video production crew members and work as a team member;
- ! Write clear and concise scripts, informational material, and various correspondence;

! Communicate and deal tactfully and effectively with City officials, contractors, employees, supervisors, 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. Two years of full-time paid video production experience, including the operation, use, and care of video production equipment.
2. A certificate from a recognized broadcast television training program or a closely related field may substitute for one year of the required experience.

License: A valid California driver's 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.