

GENESEE COUNTY

TELEVISION PRODUCTION TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for producing audio and video recordings needed for instructional purposes at the County Community College, and supervising/operating a video distribution system. The incumbent assists staff in planning projects and is responsible for care and distribution of media equipment and programs. Training and supervision of work-study students is a responsibility of this position. This position also requires occasional availability for evening and weekend assignments. The incumbent works under the direction of a member of the academic staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates control room and signal distribution equipment;
Produces audio and video recordings as requested by professional staff;
Works with academic and administrative staff in recording projects;
Responsible for organization, scheduling and distribution of programs and equipment;
Maintains and repairs appropriate equipment;
Assists in specifications, budget preparation, and the selection of electronic equipment;
Trains and supervises the activities of assigned work-study students;
Maintains records of activities, equipment and supplies, and makes required reports;
Assists staff and students with studio and remote productions, including equipment, lighting, sound, sets etc.;

Serves as lead technician to College staff regarding sound reinforcement needs.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Thorough knowledge of television engineering and signal distribution; good knowledge of analog and digital video editing; good knowledge of methods and equipment used in audio and video recording; working knowledge of servicing audio, video and computer equipment; working knowledge of computer applications, including current hardware and software for video systems operations; ability to work effectively with a diverse clientele in planning programs to meet instructional needs; ability to plan and supervise the work of others; ability to communicate effectively with others and demonstrate a strong customer service orientation; tact; courtesy; good judgment.

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MINIMUM QUALIFICATIONS: EITHER:

- A. Possession of a Bachelor's Degree or higher in Communications Technology, TV or Broadcast Engineering, Telecommunications, Information Technology or related field;

OR

- B. Possession of an Associate Degree in Communications Technology, TV or Broadcast Engineering, Telecommunications, Information Technology or related field AND two (2) years of full-time paid experience in television production in either a Commercial or Educational setting;

OR:

- C. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education AND Four (4) years of full-time paid experience as stated in B above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Non-Competitive (PT)

Revised 5/3/00, 9/5/25