

RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: P/T VIDEO TECHNICIAN I

FLSA STATUS: NON-EXEMPT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical and creative work involving computer hardware, peripherals, and related components along while producing video content for the County's Government Access Channel. Duties and responsibilities include operating various computer systems, producing video content and performing other duties as assigned. Reports to Communications Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Conducts production of County programming utilizing digital video technology and equipment.

Controls audio equipment in order to regulate the volume and sound quality during television broadcasts; monitors strength, clarity, and reliability of incoming and outgoing signals; adjusts equipment as necessary to maintain quality broadcasts; regulates the fidelity, brightness, and contrast of video transmissions, using video console control panels.

Observes, monitors, and converses with station personnel in order to determine audio and video levels and to ascertain that programs are airing; previews scheduled programs to ensure that signals are functioning and programs are ready for transmission.

Selects sources from which programming will be received, or through which programming will be transmitted.

Records sound onto electronic media for television; checks quality and makes adjustments where necessary.

Operates various video, lighting, and computer systems, peripheral equipment, and related tools such as personal computers, monitors, diagnostic instruments, and hand tools.

Installs and sets up video, lighting, and digital video computer equipment for various video productions.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational training emphasis in Video Production, Information Systems, Computer Operations, Networking Systems, or a related field and any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Special assignments may require a background check and fingerprinting.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/ PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dust, machinery, bright/dim light, or electric currents.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Video recording & carrying equipment

Surface: All surfaces

Estimated Total Hours: 2 **Maximum Continuous Time:** 2

2. SITTING

Tasks: Editing production.

Estimated Total Hours: 5.5 **Maximum Continuous Time:** 3

3. LIFTING/CARRYING

Objects: cases of equipment, tripod, cameras

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs			X		
26-50 lbs			X		
51-75 lbs				X	
76-100 lbs				X	
>100 lbs				X	

4. PUSHING/PULLING

Objects: Wheeled cases

Height of hands above floor during push: 3 feet

5. BENDING/SQUATTING/KNEELING

Tasks: Cornering cables

Frequency: Weekly

6. REACHING

Tasks: installing

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Up/out	Rarely	Short	<10lbs
21-36"				

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters	X	
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	80 % of time
Outside	20 % of time

8. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

9. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Cameras, computers, cables

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Very often
Grasp	X		Often
Fine Motor i.e: writing, twisting hands or wrist, etc		X	

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

YES	NO	Don't Know
	✓	
✓		
✓		

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date