

VIDEO TECHNICIANDEFINITION

Under supervision, performs technical and professional work in the preparation of multi-image slide sound sync and videotape training programs for the Police Department.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Produces audiovisual materials for training, information dissemination and other related uses. Coordinates with subject area specialists in the development of appropriate audiovisual materials. Prepares scripts and performs postproduction technical work such as editing, sound dubbing, and creation of special effects including title and credits. Produces illustrations, graphs, charts, posters, transparencies, photos and picture slides for various presentations. Splices films, creates special sound effects as needed. Performs preventative maintenance on the audiovisual equipment. Trains others in the use of videotape equipment as required. Produces special training videotapes in consultation with the subject area specialists. Recommends purchase and special maintenance schedules on all audiovisual equipment. Prepares budget requests for audiovisual section. Must be able to lift and carry production related equipment. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The incumbent in this class is the department's hands-on technical production expert. Creativity, imagination and effective communication skills are essential to successful performance of this job.

RECOMMENDED MINIMUM QUALIFICATIONS

Graduation from an accredited two-year college with a major in the telecommunications field with emphasis on audiovisual productions, and three years paid experience in the production of audiovisual materials; or any equivalent combination of training and experience which provides the knowledge, skills and abilities listed below.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles, practices, methods, techniques, materials and equipment used in the design, creation and production of audiovisual programs, slide shows, multimedia shows, 35mm photography, and related equipment.

Ability to conceptualize, produce, develop and present audiovisual programs, slide show presentations, photographic displays; write scripts and narrations, coordinate and assist department in meeting its needs as to the preparation for media-related presentations; communicate effectively, both orally and in writing. Must be able to lift and carry production related equipment.

Skill in the operation and maintenance of production-related equipment including sound and

lighting systems.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer enjoys developing creative ways of expressing law enforcement-oriented information using a variety of visual media, such as videos, slides, still photography and written displays. This self-motivated, innovative and imaginative employee understands both the subject matter to be communicated and the audience for which it is designed, in order to convey information ranging from technical training material to public service messages. The successful performer has excellent oral and written skills.

Class title established per Council Resolution No. 85-155,
effective 12-2-85

Revised: 3/94, 12/02
ADA approved: 12/02