

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED POSITION

JCN: 340  
RANGE: 147  
NON-EXEMPT

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### PRODUCTION SPECIALIST

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, develop, direct, shoot, record, edit and duplicate audio, video and multi-media projects for use by the county office and related school districts; set up and operate a variety of audio-visual and recording equipment in support of production functions and educational activities.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Coordinate and prepare audio-visual equipment and systems for educational activities and special events; set up recording, audio-visual and production equipment for various classes, meetings, special events, teleconferences and recordings; provide technical guidance in acquisition and implementation of new technology and services.
- Identify, evaluate and select appropriate media technology tools; consult with county office personnel, other departments and outside agencies to determine media needs; exchange information and resolve issues and conflicts.
- Operate a variety of video production and audio-visual equipment such as cameras, microphones, monitors, switchers, mixers, satellite devices, video recorders, video players, lighting, computers and assigned software; perform video system backups; assist in the deployment of new technology and methods; provide user training as needed to assigned staff.
- Order and maintain appropriate levels of production supplies; deliver and collect various supplies, video and audio equipment from school district sites as directed; identify, recommend, utilize and maintain advanced software applications necessary to support departmental functions.
- Perform routine maintenance and repairs on assigned equipment as directed; arrange major repairs as needed.
- Prepare and maintain records, logs and reports related to operations, video library inventory, supplies, contracts, purchase orders and assigned activities; create, maintain, preserve and disseminate digital assets.
- Produce, direct, shoot and edit a variety of educational video projects according to established specifications, guidelines and procedures; assemble and edit a variety of audio and video segments in the compilation of video productions; prepare and format master recordings; design and create electronic logs, images, marks, graphics and other images.
- Provide photography services for events, functions, projects and other activities as required; create impact areas and sets for video projects, presentations, and events as assigned; utilize various hand and power tools.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications including applications specific to video production operations.

- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Ability to work a flexible schedule as assigned.
- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Advanced knowledge of digital encoding, compression and transmission hardware, software and related technology.
- Basic record-keeping and report preparation techniques.
- General practices, procedures and techniques involved in video production including audio and video acquisition, video photography, still photography and video and audio editing.
- General practices, procedures and techniques related to effective visual composition and narrative form.
- Inventory practices and procedures.
- Proper methods of storing equipment, materials and supplies.
- Proper operation and maintenance of a variety of video production, audio-visual, duplication and recording equipment.
- Proper video duplicating procedures and applicable copyright laws.
- Set up, configuration and troubleshooting of computer postproduction workstation, including installation and updating of operating system and department-related applications.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Meet schedules and timelines.
- Operate audio and video duplication equipment
- Perform a variety of video media activities for the county office and related district schools.
- Photograph people, events, activities and other subjects using still photography equipment.
- Plan and organize work.
- Set up and operate a variety of audio-visual, duplication and recording equipment in support of educational functions and production activities.
- Troubleshoot and solve problems under pressure and with time constraints.
- Understand and follow oral and written instructions.
- Utilize computer-based, non-linear editing and video production systems.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.

- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's Degree in Video Production, Film Studies or related field preferred.

**EXPERIENCE:**

- Two years of experience as a videographer, editor, director or producer in a professional video production facility or environment.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle. Office indoor/outdoor environments and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to twenty (20) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

**HAZARDS:**

- Fumes from paints and solvents.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: July 1, 2003

Revised: July 1, 2015

Revised: November 14, 2017