



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

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A Joint Powers Agency Representing Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova and Sacramento

JOB ANNOUNCEMENT

The Sacramento Metropolitan Cable Television Commission is accepting applications for **part-time** Production Assistants.

CLASS TITLE: Production Assistant I/II (Part-time)
SALARY RANGE: \$20.61 - \$28.12 (Hourly)
OPENING DATE: **Friday, May 31, 2024**
CLOSING DATE: **Friday, June 21, 2024**
LOCATION: Sacramento, CA.
WORK SCHEDULE: Varies
HOW TO APPLY: If you meet the qualifications described herein, please submit a cover letter, an Application of Employment, and a resume to riggsk@saccounty.gov.

SALARY RANGE

Production Assistant I: \$20.61 - \$25.31 (Hourly)
Production Assistant II: \$22.90 - \$28.12 (Hourly)

JOB SUMMARY

Under supervision, this alternately staffed position performs a wide variety of technical video production work involving the videotape recording of city council, Sacramento County Board of Supervisors and other governmental bodies meetings, and the production of cable television programs.

CLASS CHARACTERISTICS

Production Assistant I:

This is an entry-level position. Initially under close supervision, incumbents with basic video production knowledge or experience learn to perform the more routine tasks and duties assigned to positions within this series.

Production Assistant II:

This is an experienced level position. Incumbents perform a broader range of duties related to video production. Incumbents at this level receive occasional instruction or assistance as new or unusual situations arise.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision by the Production Director; functional or technical supervision or training may be provided by higher-level production staff. No direct supervision of staff is exercised.

EXAMPLE OF ESSENTIAL DUTIES

Duties and responsibilities may include, but are not limited to, the following:

- Serves as a member of the production team
- Assists in the set up and operation of video cameras and related equipment, including but not limited to character generator, lighting, sound and recording playback equipment for broadcasting and online distribution of city council meetings, commission meetings, Sacramento Board of Supervisor meetings, and other related meetings
- Assists in the disassembly, packing and storing of all equipment following the end of recording; transports equipment to remote sites, as needed
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

The knowledge, skills, and abilities listed below may be acquired through various types of training, education, and experience. A typical way to acquire the required knowledge and abilities would be:

Education and Experience

Education

Production Assistant I:

Equivalent to completion of the 12th grade supplemented by courses in television/video production.

Production Assistant II:

Equivalent to the completion of an associate degree from an accredited college or university in digital media, media communications, television broadcasting or a closely related field.

Experience

Production Assistant I:

No experience required.

Production Assistant II:

Six months of increasing responsible video production experience at the Production Assistant I level.

OR

One year of experience in the operation of commercial video recording and playback equipment.

Additional qualifying experience may substitute for required education on a year-for-year basis.

Licenses and Certificates

Possession of a valid California Class C driver's license and the ability to meet automobile insurability requirements of the Commission is a condition of continued employment.

Knowledge of:

- Terminology, methods, practices, and techniques of television/video production
- Principles and techniques of camera operations, audio and video recording, lighting, and other equipment related to cable television production
- Windows, Google Drive, Google Docs, and other job-related software
- Computer operations and file transfer techniques; internet connections and protocol
- Computer, production, and audio-visual equipment related to television broadcasting
- English usage, grammar, spelling, vocabulary, and punctuation

Ability to:

- Set up and operate video cameras and related equipment for both studio and remote locations
- Tear down and safely store specialized television equipment
- Use and care for video production equipment and related tools
- Understand and follow oral and written instruction, and user manuals
- Learn and operate various software applications (character generator (CG), recording, server routing and programming); perform online cloud storage and file transfers
- Communicate clearly with those contacted in course of duties, including Metro Cable staff, Commission Administration staff, Board

and Council Members

- Remain flexible in an environment with changing priorities, deadlines, and schedules
- Work flexible schedule with varying job hours including evening work as needed
- Drive a vehicle and travel to various production locations
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work
- Follow oral and written instructions

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical: Strength to lift, carry, push, pull, or move objects weighing up to 50 pounds. May involve significant standing, walking, pushing, and/or pulling. Frequently stand or sit, extend neck upwards, downwards or side to side. Occasionally walk, bend, stoop, push/pull, twist at the waist, handle, grip, grasp, reach at above or below shoulder level, extend neck upward, downward and side to side. Vision: visual acuity sufficient to perform the essential functions of the position; average depth perception needed. Hearing: ability to effectively hear and comprehend oral instructions and communication.

Mental/Psychological: Work cooperatively and interact appropriately with those contacted in the course of work, including the general public; use of advanced reading skills to read and understand technical instructions; perform simple mathematics calculations; use of simple writing skills; react quickly and calmly and to exercise good judgment in following procedures and directions; respond quickly to changing situations and work under pressure; communicate effectively orally; work within deadlines.

ENVIRONMENTAL CONDITIONS: Constantly work indoors. Rarely work outdoors. Frequent use of cameras, recording devices and other products and equipment related to production of PEG access programming; personal computer, including word processing, database, and spreadsheet programs; motor vehicle; small hand tools; and telephone. Work both with others and alone. Occasional exposure to excessive noises. Frequent work in small control rooms.

Work schedule will include evenings to cover government meetings.