

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Instructional Television (ITV) Production Supervisor (Grade 63)**

DEFINITION:

Under general direction, supervises the Instructional Television (ITV) production and post-production of educational and in-service programming activities; serves as producer for programs; assesses the overall technical needs and quality of ITV television productions and related equipment; supervises, schedules and trains assigned staff.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Supervises the production and post-production of educational and in-service programming activities.

Supervises the content development, writing, scheduling, shooting of instructional television and other related productions.

Reviews production work in progress and serves as producer for programs.

Exercises creative control over productions.

Develops and implements short- and long-range production, programming and operation plans to enhance station services.

Analyzes media production applications and prepare cost estimates.

Confers with clients to clarify project objectives.

Schedules facilities use and ensure compliance with timelines and standards of quality.

Assesses the technical needs of studio, remote, live and recorded television productions and organizes and schedules necessary equipment and facilities.

Designs, installs, wires and supervises the technical set-up for studio and remote television productions.

Coordinates and schedules crew members for live, studio and field production.

Contacts and coordinates with outside vendors in order to rent additional production equipment.

Maintains current knowledge of technical developments in television engineering and keeps management informed of developments.

Provides input to management with regard to the selection of technical personnel and contractors.

Evaluates new equipment.

Provides technical advice to Department and section personnel on the selection and use of equipment.

Coordinates technical activities with cable television and wireless cable television companies.

Assists with the installation of equipment and performs minor repairs.

Provides input on the planning and design of facilities.

Trains media workers in the use and care of technical equipment and facilities.

Provides technical guidance and assistance to production staff.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A combination of education and experience which clearly demonstrates possession of the knowledge and abilities listed below. A typical qualifying experience would include: a minimum of three (3) years of experience in the operation of television production and post-production equipment including digital television equipment; editing of videotape and operation of editing equipment; and experience organizing and scheduling necessary equipment and/or facilities for television productions. Completion of college-level or industry recognized training in telecommunications may be considered as one year of the work experience requirement. Experience leading the work of others is required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Thorough knowledge of:

Installation, operation and maintenance of a variety of television production, post-production and master control equipment, including digital television equipment

Editing procedures and equipment

Principles and practices of supervision

Knowledge of:

FCC rules and regulations pertaining to technical operations

Safety practices related to the operation of technical equipment in the studio and the field

ABILITY TO:

Use a computer to maintain databases, activity records and reports

Establish cooperative working relationships with those contacted in the course of work

Schedule, train and direct assigned staff

Assess television production technical needs and organize and schedule necessary equipment and facilities

Work with minimum supervision

WORKING CONDITIONS & PHYSICAL ABILITIES:

Indoor production or field studio, as well as field production. Ability to travel to and from work locations as required. Willingness to maintain flexible working hours.

Must be able to hear and speak to exchange information; see to perform assigned duties; stand for extended periods of time; possess dexterity of hands and fingers to operate necessary equipment; kneel, reach overhead, above the shoulders and horizontally, to retrieve and store files; stoop, bend at the waist, push, crawl, stretch and lift cameras and equipment weighing up to 50 pounds.

Established	Revised	Approved by Personnel Commission	FLSA Status	Salary Range
06/2004	12/2017	06/14/2004	Non-Exempt	Classified Support Grade 63