

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Technical Director/Editor, Grade 54**

DEFINITION:

Sets up and supervises the technical set-up for broadcast quality studio, remote, live or recorded television productions. Assesses the technical needs of ITV television productions and organizes necessary equipment. Edits and schedules editing facilities and oversees editing activities of other staff members.

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:

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

Performs electronic set-up adjustments such as camera registration, centering and white and black balance.

Makes technical adjustments such as video and audio levels, color cameras, time base correctors, video switches and audio mixers.

Captures video and still photos utilizing industry best practices to ensure proper lighting, background, and other factors.

Works with on-camera talent to capture professional-level quality audio and video; asks questions of talent as needed.

Evaluates studio and on-location shoots to determine optimal places to capture primary talent and b-roll.

Edits video, programs, promos, and roll-in segments.

Utilizes computer software to insert closed captioning as required.

Schedules editing facilities, provides technical advice to Department and engineering personnel on the selection and compatibility of equipment.

Identifies technical malfunctions and difficulties and sends to engineering for corrective action.

Provides technical advice to department and engineering personnel on the selection and compatibility of equipment.

Provides input on the planning and design of facilities.

Trains other staff members 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. Typical qualifying experience would include: a minimum of three 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 partial fulfillment of the work experience requirement.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Thorough knowledge of:

Media production and equipment to include a variety of television production, post-production and master control equipment, including digital television equipment

Editing procedures and equipment

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

Videography and photography principles and practices

ABILITY TO:

Set up and operate television production and post-production equipment such as video recorders, color studio cameras, and audio and editing equipment

Edit videotape programs

Follow oral and written instructions

Establish and maintain effective working relationships with others

Train and oversee the work of others

Assess television production technical needs

Organize and schedule necessary equipment and facilities

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required
Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

Indoor production or field studio. Ability to travel to and from various work locations as required.

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	Approved by Personnel Commission	Revised	FLSA Status	Job Code	Salary Grade
04/1997		06/2004; 06/2015; 06/2016	Non- Exempt		54