

**CLASS SPECIFICATION**  
**Video Production Specialist**

FLSA Status: Covered  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, develops and produces audio visual presentations including videos, photography and training information programs, using a variety of specialized multi-media equipment involving a full range of video development knowledge, for training and other purposes; maintains a large video library; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Video Production Specialists perform video, audio production and photography assignments for a range of training and informational purposes, requiring sound professional competencies in the full spectrum of pre- and post-production activities.

Video Production Specialist is distinguished from Video Production Assistant in that incumbents in the former class supervise and participate in the development and production of video and training information programs requiring the application of specialized knowledge of the full range of video development requirements, from script writing to post-production editing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Supervises, produces and develops video training programs from original concept to completed project; conducts background research to evaluate client needs and determine action; interviews content experts; writes scripts; rehearses actors; directs recording sessions and the work of talent during taping; shoots video and acquires visuals; performs post-production editing and incorporation of computer generated graphics and effects.
2. Maintains the bureau video library including updating and printing yearly catalogs; duplicates videos as needed.
3. Shoots photographs; creates camera-ready art for displays, presentations, publication, information sharing and official identification; uses image editing software to enhance and prepare photographs for use in presentations and publications; processes images digitally to improve clarity and usefulness.

4. Sets up presentation systems for seminars and meetings, including audio visual and multi-media systems; troubleshoots and performs routine maintenance on electrical and video systems and equipment to ensure quality levels.
5. Oversees and works as a crew member in producing videos for use in departmental training programs.

#### **OTHER DUTIES**

1. Acts as computer trainer by providing or consulting on presentations to users on new software and hardware; writes and revises user guides for software and hardware; analyzes bureau's hardware training needs by attending classes and seminars and conducting informal user surveys.
2. Photographs illustrative shots of photography equipment and their use for training and documentation.
3. Provides video support for seminars and trade shows which includes shooting and editing video segments.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Principles, practices and techniques of television, video and audio production direction and development.
2. Methods and techniques for concept development and script writing for a variety of purposes and audiences.
3. Techniques and equipment used in sound recording and video editing in a variety of editing modes.
4. Uses of software for image editing and design and development of computer-generated graphics and digital special effects; digital file formats and analog and digital photography; compression tricks and techniques.
5. Principles, methods and practices of photography applicable to portrait, event and publications purposes.
6. Communications theory for adult learning, education and program development; instructional design methods for adult learners.
7. Techniques for visual and lighting design.

**Ability to:**

1. Operate a wide variety of video production and audio equipment such as video cameras and recorders, lighting kits, audio accessories, computer-based and digital effects and studio editing equipment.
2. Direct and coordinate operations of a closed circuit cable broadcast system.
3. Represent bureau's interests with other city bureaus and outside agencies.
4. Obtain information efficiently to identify bureau training and/or information needs, establish program objectives and develop programming to meet needs.
5. Set up, check and troubleshoot sound and video systems and operating instrumentation.
6. Operate a computer and use specialized software for digital and photography purposes.
7. Operate standard and digitized camera systems.
8. Operate sound systems and use basic sound system tools.
9. Set up and direct the use of production equipment for both studio and remote site usage.
10. Perform rough cut and final video editing.
11. Perform script writing assignments.
12. Communicate effectively orally and in writing.
13. Exercise sound independent judgment within established guidelines.
14. Establish and maintain effective working relationships with bureau managers, contract production personnel, vendors, employees, the public and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a college or university with a major in telecommunications, television production or a closely related field; and three years of full-time paid experience in video development and production, photography and/or multi-media presentations; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license may be required for certain assignments.

## **PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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### **Class History:**

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0604 VIDEO PRODUCTION ASSISTANT. Adopted: 02-17-81; Revised: 07-01-92

Revised: 10-06-04 FLSA Status changed to Covered.

June 2009 - Change Job Class number from 7246 to 30000518, due to system change.