



St. Bernard Parish, Louisiana

Classification Specification

MANAGER OF GOVERNMENT ACCESS

Purpose of Classification:

The purpose of this classification is to oversee all areas of government access. This position is responsible for the entire on-air product including selecting programs and meeting governmental regulations, as well as developing new footage and the organization of everyone involved in producing footage. Monitoring and repairing all audio and video equipment is another responsibility of this position. Providing leadership and planning to assist with all aspects of government television, including, but not limited to, production, videography, and editing.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Monitors inventories, and repairs all audio video equipment and devices, including television transmitting equipment, video server, touch panels, and cameras.

Serves as Film Office Manager responding to all potential filming leads, in a prompt and professional manner. This position includes shooting footage, uploading images, scouting locations, and booking accommodations, as well as working with organizers, film crews, and production companies.

Serves as Program Manager responsible for creating, selecting, planning and scheduling various programs at the television station.

Serves as Master Control Operator, responsible for monitoring the quality and accuracy of the on-air product, ensuring the transmission meets government regulations, troubleshooting equipment malfunctions, and preparing programming for playout.

Provides planning and leadership to all aspects of government television by ensuring that the appropriate structures, systems, competencies and values are developed in order to meet and exceed the goals of the Government Access Channel department.

Responsible for recording all meetings required by the Administration, Parish Council, Boards and Commissions, or any meetings required by law.

Requires working weekends, after hour meetings and events, as well as, off-site events.

Responsible for timely recording, editing, uploading, as well as, keeping an organized video file library.

Additional Functions:

Performs other related duties as required by the CAO or designee.

Minimum Qualifications:

Education: Associates Degree in Technology or a related field required, supplemented by five years of experience in Video and Film Production to include lead or supervisory experience: or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Acting as a first line supervisor involving assigning work, reviewing work, requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in

situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to operate audio visual equipment. Must be able to lift, and carry, audio visual equipment required to complete job duties.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for employment is made without regards to Race, Color, Religion, Sex, National Origin, Age, or Disability.