

## CABLE ACCESS TECHNICIAN

### DEFINITION

Performs and coordinates technical and engineering functions relating to the production, programming and operations of cable television programs; performs pre-production and post-production duties; performs related work as assigned.

### SUPERVISION RECEIVED AND EXERCISED

This classification receives general supervision from the Cable Access Coordinator. No direct supervision is exercised, however, direction may be provided to Cable Equipment Operators and volunteer staff when performing tasks in the area of responsibility.

### CLASS CHARACTERISTICS

Incumbents are expected to have a high degree of technical expertise and to exercise considerable independence, judgment and discretion while providing service to the community and coordinating work processes. Responsibilities include operating cameras and related field equipment, video and audio recording, video and audio editing, lighting, operating the production van and acting as general production support. This class is distinguished from Cable Television Administrator in that the latter has overall management responsibility for all staff and activities of the Cable Television Unit, including infrastructure development, maintenance and planning.

### EXAMPLES OF DUTIES (Illustrative Only)

- Performs production duties including technical directing, creating and producing electronic graphics, directing field and studio productions and setting up camera and operating camera and audio equipment.
- Sets up and operates the mobile production van; performs remote production duties including directing, switching, audio control, font operation, lighting, camera operation and general production support.
- Plans technical pre-production operations including the type and placement of production equipment.
- Sets up, operates and maintains studio, control room and field production equipment.
- Develops and enters programming schedules into the automated playback system.
- Maintains videotape library control systems.
- Compiles and verifies necessary information to prepare announcements for the cable channels.
- Collects and enters new and updated alphanumeric messages for City's cable channel.
- Duplicates tapes and tapes in response to specific requests and for playback on the cable channels.
- Oversees the operation and maintenance of a variety of video equipment.
- Performs post-production duties of editing, dubbing and duplicating tapes.
- Provides training to community groups on cable television productions and equipment use.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and techniques of television production.
- Techniques of videotape editing.
- Operating procedures, maintenance and various types of video production equipment and audio-visual equipment.
- Television program creation, development, scripting and production.
- Principles of operation of automated playback system and alphanumeric display systems.
- State and federal laws and regulations concerning the operation of cable systems.
- Computer applications related to the work.

### **Skill in:**

- Using tape and tape editing techniques.
- Setting up, operating and maintaining video production equipment, including camera, electronic graphics and audio.
- Directing multi- and single-camera productions.
- Interpreting, applying and explaining laws, policies and regulations.
- Preparing effective and accurate reports, correspondence and other written materials.
- Representing the department and the City effectively with public and private organizations and the public.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

### **Education and Experience:**

Equivalent to possession of an Associate of Arts degree with major coursework in communications, television production or a closely related field and one year of experience performing technical television production work.

### **Working Conditions:**

Works inside and outside. May be required to work evening, weekend and holiday hours, special events, overtime and out-of-doors in all weather conditions to direct the operation of telecasts and operate equipment. May travel to sites outside of the City.

### **Licenses and Certifications:**

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

### **Physical Demands:**

Must possess mobility to work in a production/office setting and use standard office and cable equipment including a computer; strength to lift and carry office and production materials

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weighing up to 40 pounds, 70 pounds with assistance, and to reach and stoop to participate in production activities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.