



## CABLE OPERATIONS SPECIALIST

**Department:** Communications  
**Job Class #:** 121300  
**Pay Range:** Professional 05

**FLSA:** Non-exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is a technical position in the Pierce County Communications Department. An employee in this classification performs a variety of responsible video production duties in support of the Rainier Communications Commission and its Regional Media Center, and supervises productions to be cablecast. Work is performed under the general direction of the Communications Manager.

### **ESSENTIAL FUNCTIONS:**

- Research, develop, and produce video programming; assume direct role in program production for both studio and remote productions.
- Develop program ideas and write scripts for programming.
- Recommend programming and operating policies and procedures.
- Make recommendations on annual production budgets.
- Coordinate with County and City personnel, including elected officials, to develop programming and schedule video projects.
- Produce and direct live and taped programs including gavel-to-gavel public meeting coverage, coverage of remote events, studio talk shows, training video tapes, public service announcements, and documentaries.
- Coordinate and perform all phases of video production and dissemination, including producing/directing, videography, graphics generation development and post-production activities.
- Assist in program scheduling and playback of videotape programming over government and education access channels.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Lift objects and/or equipment weighing up to 50 pounds.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**CABLE OPERATIONS SPECIALIST**  
**Classification Description – Pierce County**  
**Page 2**

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under general supervision with the employee expected to plan and complete work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the Production Coordinator for thoroughness, timeliness and compliance with regulations, policies and procedures. This position does not supervise other employees.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Cable Operations Specialist works in an in an office environment and out in the field on a daily basis; travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal work hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting up to 50 lbs. is required. Ability to travel to attend meetings away from regular work site may be required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Principles and practices of producing and cable casting video programming.
- Operating characteristics of video equipment used in all aspects of production, including maintenance and minor equipment repair techniques.
- Principles, technology, and operation of cable television communications systems.
- Pertinent federal, state, and local laws, codes and regulations.

**Ability to:**

- Operate video equipment including cameras, mobile production equipment, lighting and audio recording instruments, monitors and computers.
- Organize work to meet deadlines.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships with those contacted in the course of work including a variety of County and other government officials, community groups, and the general public.
- Work independently with little direction.
- Physically perform the essential job functions, including lifting objects weighing up to 50 pounds.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.

**CABLE OPERATIONS SPECIALIST**  
**Classification Description – Pierce County**  
**Page 3**

**MINIMUM REQUIREMENTS TO APPLY:**

Graduation from a four-year college or university, or graduation from a vocational school specializing in television production supplemented by training in television production and operations or a closely related field, plus two years experience in television production and operations work, or any combination of education and experience which would demonstrate the ability to perform the essential functions of the classification is required.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license may be required when travel is required of the position.