



PRODUCTION COORDINATOR

Department: Communications
Job Class: 389900
Pay Range: Professional 10

FLSA Status: 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 professional position in the Pierce County Department of Communications. An employee in this classification coordinates government access programming and video production for the Rainier Communications Commission (RCC). An employee in this classification reports to the Communications Manager.

ESSENTIAL FUNCTIONS:

- Coordinate and supervise video production including scripting, directing, camera work and editing.
- Determine and schedule resource requirements for production activities; determine production equipment needs.
- Provide input to supervisor for employee evaluations. Assist in resolving minor work and personnel problems. Assist and advise staff in an area of specialization.
- Train and provide work direction to the production staff in the timely development and implementation of video projects. Assign work to a specific work unit and ensure tasks are completed correctly and timely.
- May approve leave requests and work schedules.
- Oversee scheduling of programs and video playback over cable access channels.
- Assist in developing and recommending future goals for the RCC,
- Develop and maintain a listing of available personnel to augment staff for projects, as needed.
- Stay current on industry trends and changes to provide the best programming possible within resource restraints.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet the travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under general supervision with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the Communications Manager for thoroughness, timeliness and compliance with regulations, policies and procedures. This position may lead assigned staff.

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WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Production Coordinator works in an office environment 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 work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work at a work station is 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 of the position. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of:

- Principles and practices of video production and cable casting.
- Principles, technology and operation of cable television communications systems.
- Federal, state, and local laws, codes and regulations.
- Contracting policies and procedures.
- Related production software applications.

Skill in:

- Use of independent judgment, effective decision-making and effective problem-solving.
- Performing analysis and making recommendations for the development, implementation and maintenance of RCC.
- Mentoring and team-building of staff.

Ability to:

- Operate video equipment including cameras, mobile-production equipment, lighting and audio recording instruments, monitors and computers.
- Organize work to meet deadlines.
- Maintain cooperative and effective working relationships with co-workers, division support staff, other county personnel and the public.
- Understand and follow written and verbal instructions.
- 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.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a two or four-year college or university with major course work in communications or video production, or related discipline applicable to the duties of the position and four years experience in managing and producing video communications, or closely related field. Additional related education or experience may substitute year-for-year for the recruiting

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requirements. Broadcasting and cable network experience preferred.

SPECIAL REQUIREMENTS: A valid Washington State driver's license may be required.