

CSC Adopted: October 2001, CSC Revised: _____

Class Title: Broadcast Production Assistant

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Ensures that the daily operations of city's municipal channels run smoothly. Provides television production and video services assistance. Makes and answers telephone inquiries, plans and prepares reports, and provides information and assistance as needed. Provides administrative support to the department.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|---|
| 1 | L | Provides assistance with production, operations, and video services for the municipal cable channels by booking guests, serving as a contact to all program guests, preparing and distributing guest information, performing research as requested, inputting and distributing the weekly program schedule, recording television newscasts, responding to requests for tapes, contacting vendors to obtain prices for video supplies, and coordinating dubbing logistics for television programs. |
| 2 | S | Performs clerical duties by assisting with mail-outs, answering telephone inquiries, and providing assistance as needed. |

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CLASS REQUIREMENTS:

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|--|---|
| Formal Education / Knowledge | Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. |
| Experience | Over one years experience as an executive administrative assistant. |
| Certifications and Other Requirements | Valid Driver's License may be required depending on assignment. |
| Reading | Work requires the ability to read television scripts, newsprint, reports, books, letters, internet, and email. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write reports, letters, descriptions, summaries, and emails. |
| Managerial | N/A |
| Budget Responsibility | Not rated. |
| Supervisory / Organizational Control | Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees. |
| Complexity | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. |
| Interpersonal / Human Relations Skills | Incumbents contact others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to community, professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives. |

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OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | Light X | Medium | Heavy | Very Heavy |
|---|---|---|--|---|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|---|
| Standing | F | Office equipment |
| Sitting | F | Computer, control room work |
| Walking | F | Inter-office, picking up and delivering tapes |
| Lifting | O | Tapes, props, production materials, video equipment |
| Carrying | O | Tapes, props, production materials, video equipment |
| Pushing/Pulling | O | Chairs, desk drawers |
| Reaching | R | Tapes, video equipment |
| Handling | F | Tapes, props, production materials, video equipment |
| Fine Dexterity | F | Computer keyboard, telephone keypad |
| Kneeling | N | |
| Crouching | N | |
| Crawling | N | |
| Bending | N | |
| Twisting | N | |
| Climbing | N | |
| Balancing | N | |
| Vision | C | Computer, tape research, viewing production materials |
| Hearing | C | Staff, supervisor, vendors, guests, telephone |
| Talking | F | Staff, supervisor, vendors, guests, telephone |
| Foot Controls | N | |
| Other (specify) | N | |

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Audiovisual equipment, computer, Standard Microsoft Windows and Office software, Corel, Internet Explorer

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|----------------------------|-----------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|----------------------------|-----------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | N | Dirt and Dust | D |
| Chemical Hazards | N | Extreme Temperatures | M |
| Electrical Hazards | N | Noise and Vibration | N |
| Fire Hazards | N | Fumes and Odors | N |
| Explosives | N | Wetness/Humidity | S |
| Communicable Diseases | N | Darkness or Poor Lighting | N |
| Physical Danger or Abuse | N | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | -- |
| Other (see 2 below) | -- |

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
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|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | R |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | R |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | O |
| Other (see 3 below) | N |

- (3)