

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Media Services Manager	<b>Job Code:</b> 1256
<b>Date:</b> November 28, 2022	<b>EEO Code:</b> PR
<b>FLSA Designation:</b> Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This professional position is responsible for managing the daily operations of Media Services, including audio-visual services, production, and programming of Provo Channel 17 (City government access channel) and City-wide graphic design services.

**CLASSIFICATION STANDARDS:** The single position allocated to this classification is responsible to the Chief Deputy - Mayor's Office and performs all duties under general direction. This work is distinguished by its responsibility for the daily operations, scheduling, and overall quality of programming of Provo Channel 17 and City-wide graphic design services.

**ESSENTIAL DUTIES:** Oversee production and programming of the City government access channel (Provo Channel 17); produce and broadcast a variety of programs of varying lengths both live and taped including public meetings, press conferences, community events, talks shows, and other related programs; produce, direct, and/or technical direct single and multi-camera television productions on remote or in studio; edit programming; run playlist software and generate a weekly program schedule for publishing; assist in developing new programming including script development and overseeing production responsibilities; oversee maintenance of video and audio equipment; troubleshoot and perform minor repairs on production equipment; inventory and order materials and equipment; remain current on applicable technological advances including researching, analyzing, and recommending new methods and equipment to improve production quality and efficiency; serve as point of contact for Provo Channel 17 operations; assign set-up and production duties to staff and volunteers; maintain master production schedule and ensure staffing coverage for listed events; oversee staff in providing a variety of audio-visual services to City departments; manage social media live broadcasting; ensure compliance with various copyright laws, decency standards, and other laws, rules, and regulations related to cable access provisions and other audio-visual production; assist in managing a budget; oversee City-wide graphic design services.

Supervise, plan, and coordinate the work of assigned personnel including scheduling of workload and coordinating workflow; oversee staff training; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact rewards and discipline if needed; make staffing decisions including the hiring and firing of personnel; maintain and review all reports, work records, work specifications, and appropriate documentation; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Bachelor's degree in Television, Film, or Broadcast Journalism, Communications, or related field and 3 years of responsible experience in television production and/or programming development **OR** an equivalent combination of job-related education and/or experience that provides the required knowledge, skills, and abilities [substituting each 1 year of post-secondary education/training for 6 months of full-time experience]. Supervisory experience preferred. Requires flexible scheduling including evening and weekend hours.

**License(s)/Certificate(s):** A valid, lawful Driver License is required.

**SELECTION FACTORS:** *Knowledge of:* television programming principles, methodology, and concepts; different video formats and duplication methods; applicable Federal, State, and local laws, codes, regulations, and decency standards; policies and procedures established for the work system; professional video production and pre-production techniques and responsibilities; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar; basic budgeting methods; basic graphic design services. *Skill in:* writing, taping, and editing video programs; the use of general audio-visual equipment such as cameras, projectors, computers, and mixing boards; advanced video graphics programs for compositing and editing techniques using Adobe Creative Cloud Software, Pro Tools, and DaVinci Resolve; practicing trust-building behaviors. *Ability to:* organize resources and establish priorities; produce, direct, and/or technical direct live multi-camera television productions on remote or in the studio; formulate programming concepts; quickly and accurately perform work; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; communicate effectively both verbally and in writing; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; demonstrate a high level of commitment to the principles of positive customer service.

**TOOLS AND EQUIPMENT USED:** Computers, various media production and editing software, live multi-camera switcher, various professional grade and handheld video cameras, multi-channel audio mixer, MPEG encoding and decoding hardware and/or software, word processing and spreadsheet programs, various office equipment.

**PHYSICAL DEMANDS:** Requires lifting equipment weighing up to 70 lbs., reaching, bending, stooping, climbing ladders, sitting, or standing for long periods maintaining concentrated attention to detail, ability to move large amounts of equipment to various locations.

**ENVIRONMENTAL FACTORS:** Requires frequent exposure to computers, electronics, and electrical devices, high stress situations such as meeting strict deadlines, directing live broadcasts, and accommodating unforeseen interruptions. Work is indoors and outdoors and may include excessive exposure to noises, sun, and inclement weather.

  
 Mayor/Chief Administrative Officer

  
 Date

**NOTE:** *The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.*