



VILLAGE OF HOFFMAN ESTATES **JOB DESCRIPTION:** **MULTIMEDIA PRODUCTION MANAGER**

EFFECTIVE DATE: 09/13/2021

DEPARTMENT: General Government	WORK LOCATION: Village Hall	FLSA STATUS: Exempt
CLASS CODE: 3350	RANGE: 21S	PENSION: IMRF
REPORTS TO: Communications Manager	LEVEL OF SUPERVISION RECEIVED: General Direction	UNION: Non-Union
		LICENSE/CERTIFICATES: Valid Illinois Class D Driver's License

SUMMARY:

Responsible for coordinating the operation of the Cable / Village media programs: manage production staff. Responsible for cable television franchise and ordinance enforcement. Addresses resident telecommunications complaints/inquiries, serves as liaison between the Village and the cable/video service providers. Assists in developing telecommunication policies. Writes, produces, directs and edits programs/videos for the Village. Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Film, edit, and produce cable/video programming.	Daily 75%
2.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%

3.	Monitors cable company compliance with the Village cable television franchise agreement; acts as liaison between the Villages cable provider, video provider and the various high schools the Village's students go to; fields and resolves cable customer complaints; writes, produces, directs and edits programs such as the Village's half-hour Governmental Access Channel's monthly news magazine program, Board & Committee meetings, high school concerts, sports and educational, entertainment programs; films and produces videos of training classes, seminars, and special events such as the Fourth of July Parade and Village Green concerts; writes, enters and updates video text information on the Governmental Access Channel. Attends and actively participates in the Regional Cable Group meetings; negotiates franchise renewal; assists in establishing and overseeing regional cable issues. Writes reports and maintains cable budget.	Monthly 75%
4.	Oversees Village telecommunications issues. Attends seminars, meetings and reads publications relating to telecommunications. Belongs to NATOA (National Association of Telecommunications Officers and Advisors). Keeps abreast of local, state and federal legislation affecting Cable TV and telecommunications. Polices Village ordinances for deficiencies and inefficiencies. Proposes and recommends changes in Village ordinances to comply with changing legislation as it affects telecommunications. Design policies for most effective management of Right of Way usage. Provides technical advice to Village staff on a variety of telecommunications issues.	Monthly 25%
5.	Programs and maintains various media outlets for the Village's video programs. Uploads, shares and removes videos from various media outlets.	Monthly 10%
6.	Acquires outside programs to broadcast on weekly and monthly basis.	Monthly 10%
7.	Prepare division operational budget annually.	Annually 5%

JOB NO.	OTHER RELATED DUTIES
1.	Attends departmental and Village Meetings and serves as a member of various employee committees and task forces when required or assigned.
2	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

☐ None required

☒ Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

Provides direct supervision to Part-time Production Assistant, Cable TV Assistants and interns.

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- ☐ High school education with vocational training
☐ High school diploma or general education degree (GED)
☐ Two or more years of college coursework in related field
☐ Associate's degree (A.A.) from two-year college or technical school
☒ Bachelor's degree (B.A.) from four-year college or university
☐ Master's degree (M.A.)
☐ Doctoral degree (Ph.D)

Degree or coursework should be in...

Communications and aspects of video production..

Experience Level (Select one - required)

- ☐ No prior experience or training required
☐ Six months to one year related experience
☐ One to two years related experience
☒ Two to four years related experience
☐ Four to ten years related experience

Additional Experience (Select as appropriate)

- ☒ Experience in supervisory capacity...
☐ Experience in management capacity...
☐ Must meet the requirements as set by the Fire & Police Commission

1-2 years

Enter number of years required here

Computer Skills (Select as appropriate)

- ☐ Entry and processing of data
☐ Word Processing data
☐ Spreadsheet software
☐ Database software

☒ Specialized applications:

Video Production, Character Generation, SAN and specialized computer applications

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- ☐ Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- ☐ Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- ☒ Advanced skills Ability to read and interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- ☐ Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- ☐ Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- ☒ A Plus
- ☐ Preferred
- ☐ Required
- Required Language:**

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Problem Solving: Gathers and analyzes information; Identifies and resolves problems in a timely manner.

Planning/Organizing: Prioritizes and plans work activities; Uses time efficiently; develops realistic action plans. Manages production staff, developing and organizing video productions as well post-production processes to be completed in a timely manner. Scheduling and airing programs on HETV and Village media outlets.

Computers: Ability to use a personal computer to communicate within and outside of the organization and to retrieve, prepare and store documents. Editing, operating and maintain SAN networks. Monitoring and updating HETV server, updating CATV schedule including on Village's website. Posting videos on Village media outlets and manage live video productions. Troubleshoot and fix issues that arise in a timely manner.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

<i>(mark all 17 activities)</i>		----- Amount of Time -----			
<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3	
Stands	_____	_____	<u>X</u>	_____	
Walks	_____	_____	<u>X</u>	_____	
Sits	_____	<u>X</u>	_____	_____	
Uses fingers in a repetitive motion	_____	<u>X</u>	_____	_____	
Uses hands to grasp, finger, handle, or feel	_____	_____	<u>X</u>	_____	
Reaches with hands and arms above shoulder	_____	_____	<u>X</u>	_____	
Climbs or balances	_____	<u>X</u>	_____	_____	
Twists or turns	_____	_____	<u>X</u>	_____	
Stoops, kneels, crouches, bends, or crawls	_____	<u>X</u>	_____	_____	
Pulls, pushes, or carries	_____	_____	<u>X</u>	_____	
Talks or hears	_____	_____	<u>X</u>	_____	
Tastes or smells	<u>X</u>	_____	_____	_____	
Operates a motor vehicle or heavy equipment	_____	<u>X</u>	_____	_____	
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	<u>X</u>	_____	
Lifts or move 10 to 20 pounds (light)	_____	_____	<u>X</u>	_____	
Lifts or move 20 to 50 pounds (moderate)	_____	_____	<u>X</u>	_____	
Lifts or move 50 to 100 pounds (heavy)	_____	<u>X</u>	_____	_____	

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

- ☒ Absence of color blindness
☒ Corrected vision of...
☐ Uncorrected vision of...

As required by the state of Illinois to operate a motor vehicle

Enter specific vision requirement here

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

Environmental Conditions	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	_____	<u> X </u>	_____
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	_____	<u> X </u>	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	_____	_____	_____
Works near moving mechanical parts	<u> X </u>	_____	_____	_____
Works in high precarious places, underground, or confined spaces	<u> X </u>	_____	_____	_____
Flying debris or airborne particles	<u> X </u>	_____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	<u> X </u>	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> X </u>	_____	_____	_____
Risk of electrical shock	_____	<u> X </u>	_____	_____
Works with explosives or risk of radiation	<u> X </u>	_____	_____	_____
Vibration	<u> X </u>	_____	_____	_____
Extreme illumination	<u> X </u>	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	<u> X </u>	_____
Moderate noise level (Raised voice levels)	_____	_____	<u> X </u>	_____
High noise level (Shouting/ear protection may be needed)	_____	<u> X </u>	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

Department Director

Reviewed Approval:

Human Resources Management Director

Approved:

Village Manager

Effective Date: _____

Revision Date: _____