

EDITED KSAPC LISTING

CLASSIFICATION: DIRECTOR, TELEVISION COMMUNICATIONS CENTER (SPECIALIST)

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of audio/video/data content standards and techniques for production and distribution of programming to produce effective messaging.
K2.	Comprehensive knowledge of audio/video/data content production directing of both talent and staff in order to produce effective messaging.
K3.	Comprehensive knowledge of audio/video/data content production and content management systems to increase efficiency in the workflow.
K4.	Comprehensive knowledge of content distribution utilizing available media formats and internet protocol television (IPTV) in order to disseminate information and training to department employees and the public.
K5.	Basic knowledge of the principles of effective speaking in order to secure contracts with vendors for specified services.
K6.	Comprehensive knowledge of the principles of effective training in order to increase staff knowledge and productivity.

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KSAPC Statements	
Ability to:	
A1.	Evaluate the audio/video/data components of a television communications production in order to produce effective television and video programs.
A2.	Establish cooperative relationships with others to ensure effective completion of audio/video/data project.
A3.	Maintain cooperative relationships with others to ensure effective completion of audio/video/data project.
A4.	Prepare correspondence and comprehensive and objective reports in order to maintain effective communication with management.
A5.	Direct the preparation of correspondence and comprehensive and objective reports in order to maintain effective communication with management.
A6.	Analyze situations accurately and take effective action to enhance productivity and meet goals and expectations.
A7.	Conceive creative uses of the Television Communications Center in support of the department's missions.
A8.	Develop creative uses of the Television Communications Center to improve project efficiency and effectiveness.
A9.	Work effectively with diverse personalities in stressful situations to meet goals and expectations.
A10.	Lift 25 pounds of equipment in order to aide in audio/video/data production.
A11.	Operate broadcast audio/video/data equipment to capture appropriate images and sound for purposes of the specified project.
A12.	Design and light a set or location to ensure proper illumination of subject matter.
A13.	Use linear and non-linear computer based techniques and systems for the post production editing and distribution of audio/video/data programs.
A14.	Duplicate and distribute audio/video/data programs utilizing available media formats and Internet Protocol Television (web based techniques) in order to disseminate information and training to department employees and the public.

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KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Willingness to travel throughout the State in the production of video programs.
PC2.	Demonstrated administrative ability to organize and prioritize work load.
PC3.	Demonstrated leadership ability to motivate and inspire staff in the production of video programs.