

EDITED TASK LISTING

CLASSIFICATION: Television Specialist

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

Task Statements	
1.	Plan the technical and professional work required in producing television programs, utilizing computer software (e.g., Leightronix LGX Programming Software, Final Cut Pro and Adobe Suite Editing Software, etc.) and electronic hardware (e.g., DVD, VHS, Hard Drives, etc.) to provide educational and departmental programs on an ongoing basis.
2.	Organize the technical and professional work required in producing television programs, utilizing computer software and electronic hardware to provide educational and departmental programs on an ongoing basis.
3.	Perform the technical and professional work required in producing television programs, utilizing computer software and electronic hardware to provide educational and departmental programs on an ongoing basis.
4.	Operate a variety of television and video production equipment, utilizing computer software and electronic hardware required in producing television programs to provide educational and departmental programs on an ongoing basis.
5.	Conduct subject research to produce an accurate portrayal of information for supervisors and staff, utilizing the internet and subject matter experts and available information (e.g., books, articles, journals, videos, etc.), as needed.
6.	Develop scripts for training and development purposes, utilizing the subject matter expert to inform viewers on changes and concerns on an ongoing basis.
7.	Develop production methods necessary to produce continuity for a variety of subjects and/or audiences, utilizing tools (e.g., still shot, video clips, script, audio, computer generated text, etc.), as needed.
8.	Direct the technical and artistic development of television programs including the preparation of artwork, narration, dialogue, sound effects and music as required in the production, utilizing production tools (e.g., software, Microsoft office, video editing, audio and video equipment, etc.), for all viewers, as needed.
9.	Prepare artwork, animation, narration, dialogue, sound effects, and music, utilizing production tools (e.g., software, Microsoft office, video editing, audio and video equipment, etc.), for all viewers as required in production.
10.	Edit artwork, animation, narration, dialogue, sound effects, and music, utilizing production tools (e.g., software, Microsoft office, video editing, audio and video equipment, etc.), for all viewers as required in production.
11.	Select casts, narrators, or other people (e.g., staff, guests, etc.), involved in the production of educational videos or public service announcements, utilizing subject matter experts, screening or auditioning selection processes, as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

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12.	Direct casts, narrators, or other people (e.g., staff, guests, etc.), involved in the production of educational videos or public service announcements, utilizing subject matter experts, screening or auditioning selection processes, as needed.
13.	Produces and processes still photographs of any subjects or events, utilizing standard photography equipment and software for variety of uses (e.g. record keeping, publications, etc.), with the permission and direction of departmental staff, as needed.
14.	Perform non-linear editing, utilizing computer software programs (e.g., Final Cut Pro, Adobe Production Suite, etc.) to produce a video program for local and statewide departmental use as needed.
15.	Program and schedule educational, operational, and/or recreational video programs, utilizing software and hardware (e.g., Leightronix Nexus LGX, Total Import, etc.) to be broadcast on a specific channel, date and time for the viewing population as needed.
16.	Select, scan, and/or print photographs for training and historical documentation (e.g., graduations, speeches, visitation, etc.), utilizing computer software and hardware (e.g., Color Printers, Photoshop, etc.) for video productions and presentations under the direction of the supervisor, as needed.
17.	Develop and edit computer generated texts to communicate information (e.g., TV guide, lunch menu, administrative memos, etc.) for the viewing population to keep them informed of current events and programs, utilizing computer software (e.g., Microsoft Office Suite, Avalon, Leightronix LGX, etc.) on a daily basis.
18.	Maintain audio equipment (e.g., microphones, cables, amplifiers, speakers, etc.) to ensure proper function in the Television Communication Center, utilizing basic tools, as needed.
19.	Maintain video equipment such as VCR, DVD player, video monitors, etc. to ensure proper function in the Television Communication Center, utilizing basic tools, as needed.
20.	Maintain hardware and software for computer programs in the Television Communication Center to ensure software programs are updated and compatible with hardware (e.g., flash drive, disk drive, keyboards, monitors, mouse, etc.), utilizing software updates and proper installations, as needed.
21.	Maintain inventory of all equipment (e.g. cameras, DVD players, modulators, amplifiers, etc.), in the Television Communication Center for the Property Controller and management, utilizing an appropriate inventory sheet to ensure accountability, security and safety of the work area on a monthly/quarterly basis.

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22.	Maintain computer inventory (e.g., monitors, keyboards, mouse, etc.) in the Television Communication Center for the Associate Information Systems Analyst (AISA) utilizing the appropriate inventory sheet for security and safety of the work area on a daily basis.
23.	Maintain tool inventory (e.g., screwdrivers, pliers, drills, etc.) in the Television Communication Center for the administrator, utilizing the appropriate inventory sheet for security and safety of the work area on a daily basis.
24.	Maintain the distribution of television signals, utilizing broadcast test equipment within the Television Communication Center to ensure a good quality signal into the infrastructure for the viewers and the Education Program, as needed.
25.	Copy appropriately licensed and approved audio-video materials for backup or distribution for educational and departmental use, utilizing computer software and hardware, as needed.
26.	Purchase equipment, software, and supplies for use in the Television Communication Center by utilizing established procurement processes (e.g., prioritizing, bidding, justification, etc.), as needed.
27.	Maintain the worksite to ensure a safe and secure facility, in accordance with departmental rules and regulations, and other related policies and procedures, as required.
28.	Maintain industry standards and training requirements to stay current with changes in technology and equipment directly related to job performance by attending conferences, related trainings, and reading technical publications, under the direction of the supervisor, as needed.
29.	Convert analog materials (i.e., VHS tapes, cassette tapes) into a digital format to update outdated technology by utilizing software and hardware devices in accordance with copyright laws and procedures, as needed.
30.	Instruct workers assigned to the Television Communication Center to perform media related tasks vital to the on-going operation of the Education Program, utilizing departmental procedures and professional expertise, as needed.

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