

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED NOVEMBER 2003
TECHNICAL/SPECIALIST SERIES
SALARY SCHEDULE: #85
RANGE: 15.00
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2,6,7,8**

TELEVISION PRODUCTION MANAGER

DEFINITION

Under administrative direction of the Director of Broadcast Operations, plans and supervises management functions of Kern Educational Television's operations and productions and supervises and coordinates activities of assigned staff.

EXAMPLES OF DUTIES

Develops, plans, and coordinates assignments for production;

develops schedules and time lines to meet production deadlines;

coordinates activities of production staff with other sections/departments, schools, and outside agencies;

supervises producers and directors in the production of television programs;

produces programs for television;

monitors and evaluates news items of local, national, and international significance to develop programs to reflect major issues in the community;

composes and edits programs to meet management goals and reviews production to ensure that objectives are attained;

verifies that programs and scripts conform to broadcast standards;

manages and coordinates facilities and equipment for all events;

manages and coordinates production staff schedules for work on all ITV, PTV, and for-profit productions;

coordinates production details to produce live programs at distant locations as required;

outlines program to be produced and evaluates finished scripts;

serves as representative of the television department in community affairs and news related affairs;

documents and maintains pertinent reports required for management and FCC regulations (i.e., quarterly reports of major issues addressed on the air, sponsorship, etc.)

assists administration in the preparation, management, and monitoring of department budget;

recommends procedural changes to conform to state, federal regulatory or contractual mandates;

serves as resource person to television staff, production staff, and other district staff;

directs and conducts research of equipment needs pertinent to public television broadcasting;

confers and communicates with outside contractors and vendors to purchase equipment and services (e.g., video tapes, leasing services, satellite uplinks, production services and equipment, fiber optic equipment, sets, props, etc.);

recommends and develops specifications for new and replacement equipment;

serves as on-air talent when necessary;

supervises ascertainment process for problems, interests, and needs of community;

evaluates assigned staff;

controls budget for assigned productions;

conforms to safety standards as prescribed;

performs other tasks related to the position as assigned;

involves responsibility for the management, coordination and planning for the production of programs and broadcasting operations for television and the supervision of assigned staff.

QUALIFICATIONS

Knowledge of:

Television production activities and equipment;

script writing;

FCC rules and regulations regarding public and instructional television;

problem solving techniques.

Ability to:

Direct production of television programming;

prepare technical and/or statistical reports;

supervise and evaluate the performance of employees;

plan, organize, and coordinate workload to meet deadlines;

strong verbal, written, analytical and persuasive skills and the ability to interact effectively with all levels of employees, vendors/contractors and outside agencies;

develop and apply operation and work procedures;

establish performance expectations;

maintain confidentiality of information;

work flexible hours or shifts;

work cooperatively with employees, students, the public and outside agencies;

recognize and report hazards and apply safe work methods;

write scripts;

work under pressure;

read and understand oral and written material;

relate well with people;

coordinate activities of different groups;

lift up to 75 pounds;

normal hearing ability;

reach overhead to work with cable;

pull cable using both hands;

climb ladders and satellite dishes;

crawl under counters;

move and set-up props.

Experience:

Seven (7) years experience in television or film production;

one (1) year supervisory experience.

Education:

Bachelor's degree from accredited college or university in television or other major recognized field;

valid Class C California Driver's License, and must be maintained for the duration of the assignment.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION

High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.);

college degree;

valid Class C California Driver's License;

copy of driving history issued by the Department of Motor Vehicles;

specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS

Television studios, remote van, classrooms, remote production sites, including national and international sites, etc.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS

Computers, FAX machines, telephones, television cameras, lighting equipment, sound equipment on and off-line editors, production switchers, microwave systems, FCC Rules and Regulations, cost analysis, utilization studies, etc.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position is overtime exempt and has a probationary period of one year.

ST:rw

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