

SENIOR OFFICE ASSISTANT (MEDIA)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Coordinator of Technical Media Services, an incumbent of this position, located in the Department of Information Technology, is responsible for providing technical support in the production and editing of various video programs for community educational purposes; the publishing of newsletters and educational brochures; and the operation of cameras and lighting equipment for video/sound footage. Supervision is not a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Sets up and operates video cameras, lighting and sound equipment used for the production of community education programs;

Produces "sound bites" to feed to radio stations to broadcast emergency news issues;

Produces public service announcements for radio and cable television stations;

Edits videos and dubs tapes prior to final production;

Provides staff support, including research, writing copy and editing material used in the production of community education initiatives;

Provides staff and technical support for the County Executive's and departmental cable television shows, including the transport, setting up and operation of equipment;

Works with departmental staff and community agencies regarding community programs;

Provides staff assistance and office support, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of audio/video equipment such as: the NewTek video toaster workstation, JVC studio and location cameras, quartz location and studio lighting, SONY editors, Grass Valley-200 switcher, TOA audio mixing console, Shure mixer and audio distribution system; technical engineering skills in camera set up and maintenance, video and audio routing, and in designing technical systems for special events; familiarity with Westchester County and the functions of its various departments; ability to prepare script and text; ability to develop good working relations with others and with the public; tact; courtesy; initiative; resourcefulness; flexibility; integrity; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) A Bachelor's Degree* in Communications or Communication Technology; or (b) satisfactory completion of 60 credits* at a recognized college or university and one year of experience in video production; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for the above stated experience for up to four years.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.