



LOUISVILLE METRO GOVERNMENT

JOB DESCRIPTION

Job Code 024600

Effective Date 07/01/2011

Description Multimedia Services Supervisor

Original Date

Revision Date 05/25/2011

Essential Functions Supervises metro multimedia communications operations and activities
Evaluates programs, procedures, and recommends modifications
Exercises supervision over subordinate personnel

Examples Of Work UNDER GENERAL DIRECTION
Supervises the operation of cable television program, public service announcement and multimedia format
Plans, develops, produces, and coordinates video programming for metro access channel
Writes and edits media programming for metro cable access channel, Internet video channel and video streaming platforms
Researches, evaluates and develops strategies to expand public use of metro multimedia communications and achieving goals and objectives
Partners with team members and clients to understand content and public interaction needs, usability and content presentations
Oversees all phases of production, including design, layout, usability testing, producing, and delivery
Oversees design and production of multimedia communications, handling budgeting and scheduling
Establishes and maintain formal project management plan including timelines and milestones
Performs related work

Physical Requirement and Working Conditions Meets regular and punctual attendance standards and any special needs of the position as determined by management, including mandatory overtime and performing related work
Operates equipment, tools or controls
Spends prolonged periods of time sitting, standing, walking, carrying, stooping and climbing
Lifts and carries items weighing up to 75 pounds
Operates video cameras, edits tapes and sets color bars
Works at locations with limited or difficult access including uneven terrain
Operates cameras and auxiliary equipment

Minimum Requirements Bachelor's degree

Broadcast Journalism
Communications
Journalism
Media Production
Related field

Four years of government access television, government media operations, video programming, public affairs, journalism or communications experience

Other Minimum Requirements Must provide one's own source of transportation
Must possess and maintain a valid driver's license
Must work a varied schedule

Equivalency An equivalent combination of education and experience may be substituted

Special Requirements

Skills and Abilities Knowledge of video and audio file formats and ability to incorporate materials produced in different file formats into a single integrated product
Ability to adapt easily to new technologies for content creation and distribution
Knowledge of and skill in English usage, spelling, punctuation, grammar and of best practices of writing and editing techniques for web and video
Ability to work effectively, tactfully and equitably with clients to satisfy expectations and to communicate effectively orally and in writing
Ability to handle multiple projects efficiently and to meet established deadlines

Knowledge and experience in nonlinear editing, video decks and formats and logging and scripting software
Knowledge of the principles, practices and techniques of effective video production services
Knowledge of media engineering and troubleshooting and familiarity with web formats and compressions
Ability to develop new editorial products and modify content for distribution via new technologies
Ability to lead and work well as part of a team
Knowledge and experience with new media technologies and social media platforms

Competency

Salary Plan/Grade NU / 11

Wage and Hour Exempt

EEO4 3 / Technicians