



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

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A Joint Powers Agency Representing Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova and Sacramento

JOB ANNOUNCEMENT

The Sacramento Metropolitan Cable Television Commission is accepting applications for the following vacant Metro Cable position.

TITLE: Technical Coordinator
SALARY: \$4,136 - \$5,027 / Month
JOB TYPE: Full-time Permanent Appointment
OPENING DATE: Friday, October 11, 2019
CLOSING DATE: Friday, November 8, 2019
LOCATION: Sacramento, California
WORK SCHEDULE: 40 Hours / Week (Varies)
HOW TO APPLY: Interested individuals should send a cover letter, resume, and Application for Employment to liuk@saccounty.net.

AGENCY OVERVIEW:

The Sacramento Metropolitan Cable Television Commission (Commission) is a Joint Powers Agency responsible for regulating the cable television State franchises in Sacramento County. The Commission is responsible for:

- Administering State-issued franchises for cable/video service in Sacramento County;
- Assisting consumers in resolving their cable/video concerns;
- Operations of **Metro Cable 14**, the local government channel;
- Collection and allocation of franchise and PEG fee revenue;
- Monitoring the use of PEG fee revenue to insure compliance with federal/state laws;
- Providing Channel Licensees with funding which supports six community channels on the local cable system.

TECHNICAL COORDINATOR JOB SUMMARY:

Under direction, to perform specialized technical audio visual work on production systems and equipment to ensure cablecast of local government programming and broadcasting. Responsibilities include on-air support, equipment and control room oversight, and preparing preliminary Public, Education, Government (PEG) grant funding requests for equipment.

DISTINGUISHING CHARACTERISTICS:

The Technical Coordinator reports to the Metro Cable Production Director and is the professional journey level classification that is distinguished from the Technical Assistant and Production Assistant classes by more complex duties involving researching, planning, training, and assessing technical audio visual work with minimal supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Monitoring the channel on air, staging, and operating systems and equipment.
- Design video and audio systems, plan improvements, and research and recommend equipment.
- Create and maintain systems drawings using CAD and 3-D software.
- Trouble shoot and test audio, video, and computer systems; repair, replace, or workaround faulty equipment.
- Define operational requirements for public, educational, and governmental programming (PEG) projects.
- Work with external agencies as technical liaison.
- Assess and research equipment needs.
- Prepare initial budget requests for PEG projects, getting estimates on equipment, installation, and services.
- Assisting member agencies in assessing PEG equipment needs for control rooms and Council Chambers each year.
- Perform routine inspections of existing AV equipment; identifies issues/problems; determines useful shelf life, and/or recommend replacement equipment.
- Responsible for insuring equipment operation and procedure manuals are updated.
- Train Metro Cable staff in safe operation of equipment, and in recording and broadcast levels for both audio and video equipment.
- Train and provide direction to the Technical Assistant.
- Provide 24/7 remote phone coverage regarding issues and problems with Metro Cable 14.
- Travel to facilities to trouble shoot equipment, as needed.
- Depict complex audio/visual systems, in schematics and reports.
- Determine fixed assets to be surplus annually.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Terminology, methods, practices, and techniques of video production, program scheduling, editing, and playback.
- Principles and techniques of camera operations, audio and video recording, lighting related to cable television production.
- Audio and video systems operational theory and practices.
- Computer systems related to automation, robotics, control, and software, including switchers and video routers w/sync, recording devices, waveform / vectorscope, test equipment, and cameras
- Servers, video routers, encoders/decoders; IT networking; IP, digital video, SD/SDI, HD formats.
- Project and materials cost estimating.
- Effective training principles and practices.
- English language, spelling, and grammar.
- Local government functions, processes and organizations.
- Safe driving principles and practices.

Skills In:

- Visualizing audio and video systems.
- Trouble shoot systems, equipment, and computers.
- Basic Television broadcasting systems and equipment.
- Use computers and software.
- Operating control room and test equipment.
- Current methods of audio and video production.
- Current methods of sound reinforcement.
- Lighting methods
- Written and verbal communication skills.
- Leading and training staff.
- Operating a motor vehicle safely.

Ability to:

- Convey complexity of an audio/visual system through schematics and reports.
- Explain and follow operating policies and procedures.
- Communicate effectively, both verbally and in writing.
- Provide training to production assistants, and others.
- Understand and follow verbal directions or written instructions (manuals).
- Interact with agency staff and elected officials.
- Read blueprints and system drawings from vendors and agencies.
- Read schematics.
- Edit productions.
- Direct live meetings/productions.
- Plan/pre-production for meetings.

MINIMUM QUALIFICATIONS:**Education/Training:**

Requires advanced knowledge of a specialized field such as film, TV, and cable broadcasting, electronic, electrical, computer, and network technology, or a directly-related technical field, equivalent to high school plus broad specialized training equal to two years of college.

Possession of a Bachelor's degree from an accredited college or university with major course work in broadcasting, theater/stage production, TV studio or production studio work, mobile production van, engineering, IT/networking, and electronics, or a directly-related field is desirable.

Experience:

Requires a minimum of two to three (2-3) years of experience with working background in areas such as servers, routers, encoders/decoders, IT networking, IP, digital video, SD/SDI, HD formats.

LICENSES AND CERTIFICATES:

A valid California driver's license will be required at the time of appointment and must be maintained throughout employment.

PHYSICAL DEMAND AND WORKING CONDITIONS:

The physical and mental demands, and working conditions described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand:

While performing the duties of this job, employees are expected to stoop, squat, crawl, and work within confined physical spaces; may climb stairs, ladders, or small stools; lift and carry parts, supplies, and equipment, typically weighing less than 50 pounds; specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus (corrected if necessary); is regularly required to sit, walk and stand; speak and hear (corrected if necessary); use hands to finger, handle, feel, or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists.

Mental/Visual Demand:

While performing the duties of this classification, an employee uses written and verbal communication skills; reads and interprets data, information and documents; hear hiss, pops, buzz, crackles, and ambient noise, for recordings; receive detailed information through verbal communication; analyze and solve problems; use math and mathematical reasoning; coordinate the movement of eye and hand motions, perform highly detailed work; deal with multiple concurrent tasks; and interact with others during work, including frequent contact with customers, the public, staff members, and dissatisfied individuals.

Work Environment:

Occasional exposure to electrical energy noise, dust, heat, cold, close working areas, where some element is present that makes conditions less desirable than found in an office.

OTHER CONDITIONS OF EMPLOYMENT:

- Maintain a flexible work schedule, including evenings and some weekends and split shifts;
- The probationary period is 6 months for incumbents assigned to this classification;
- Perform a wide variety of technical video production work involving the video recording of Board meetings of governmental agencies, such as the Sacramento City Council and the Sacramento County Board of Supervisors;
- Perform other duties as assigned by the Production Director.