

CABLE TELEVISION PRODUCTION MANAGER, 1801

Summary of Duties : Directs the activities of the City's cable television production facilities; plans, develops, implements, and coordinates municipal uses of cable television for public information dissemination and other applications involving the use of cable technology; and does related work.

Distinguishing Features : A Cable Television Production Manager performs a combination of administrative, supervisory, promotional and professional television production duties in supervising a staff of employees engaged in developing, planning, implementing, coordinating, and producing television programming for training, closed circuit audio and video and municipal access/public information purposes. The Cable Television Production Manager is responsible for promoting the use of the City's cable television production facilities.

Examples of Duties : Plans, organizes, coordinates and directs municipal television programming for the City of Los Angeles; coordinates and manages the City's cable television production facilities; supervises all television production personnel; schedules the use of the television production facilities; promotes the use of the City's television production facilities by all City departments; assists City personnel and officials with programming ideas, development and production; coordinates the training of designated City personnel in television production; determines the availability of and develops resources necessary to meet the programming requirements of City departments;

Reviews and approves requests from various City agencies for use of the television production facilities after determining feasibility and cost factors involved in providing such services; evaluates programs to determine if programs meet established criteria and initiates changes as necessary;

Confers with subordinate supervisors and staff members to clarify plans and policies and to provide both technical and administrative direction; directs the preparation of the Division's annual budget requests; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of television production and production facilities management; a good knowledge of federal, state, and local television production codes; a good knowledge of principles and practices of supervision; a good knowledge of safety principles and practices, especially as they relate to television productions; a working knowledge of laws and regulations related to

equal employment opportunity and affirmative action; a general knowledge of City personnel rules, policies and procedures; a general knowledge of Memoranda of Understanding as they apply to subordinate personnel; the ability to plan, organize, direct and coordinate a comprehensive and effective municipal access/public information program; the ability to promote the use of municipal television programming; the ability to speak clearly and effectively; the ability to plan, develop and coordinate television programs in a variety of formats; the ability to deal tactfully and effectively with employees and the public; the ability to maintain operating records and to prepare reports and recommendations.

Graduation from a recognized four-year college or university with a degree in Communications, Television Production, or Media Administration and two years of full-time paid experience in television production or television facilities management is required for Cable Television Production Manager.

License : A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.