

**CITY OF LOS ANGELES  
CIVIL SERVICE COMMISSION**



**CLASS SPECIFICATION**  
POSTED JUNE 1999

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**VIDEOTAPE LIBRARIAN, 6149**

**Summary of Duties:** Manages and maintains the Information Technology Agency's videotape library and related files; manages the daily operation of the videotape library system including making daily computer entries to update the videotape library database; receives and executes all work orders including dubs, transfers, and window dubs; provides tapes for all edit sessions; performs general video production work as needed and does related work.

**Distinguishing Features:** An employee of this class is primarily involved with the development, implementation, and maintenance of a videotape library system that provides for the proper identification, cataloguing, and storage of all videotapes used for L A Cityview Channel 35 in both the form of a finished program or raw footage. A Videotape Librarian works closely with Playback Operators and the Channel Traffic and Information Coordinator to coordinate and prepare videotapes for playback and to process all dubbing requests. Assignments normally are given verbally and in writing and results are evaluated in terms of desired results.

**Examples of Duties:** A Videotape Librarian:

- ! Sets-up the daily operation of the video library system, including logging tapes into the computer;
- ! Uses computer systems for information retrieval and inventory control;
- ! Acquires all pre-production and in-house programs for placement onto library shelves;
- ! Catalogues field footage by subject matter and other pertinent descriptions;
- ! Receives and processes all work orders, such as dubbing requests, footage transfer, and related work from other employees, City departments, City Council offices, and the Mayor's office in accordance with established procedures and reports unresolved problems with any work orders to the Cable TV Production Manager;
- ! Establishes videotape label standards, including the bar coding system for all videotapes;
- ! Keeps track of videotape inventory and ensures all videotapes are properly

- recycled in accordance with established guidelines;
- ! Coordinates and performs work related to tape storage facilities in City buildings;
  - ! Retrieves all videotapes for each day's playback for Playback Operators and coordinates the workload of dubbing to be performed by the night shift Playback Operator;
  - ! Track all scheduled edit sessions to ensure that videotapes are delivered to the editing session prior to the start of the session;
  - ! Coordinates the distribution of videotapes, including window dubs to clients and producers;
  - ! Schedules appointments for music, voice-over, and stock footage screening by producers and assistant producers;
  - ! Keeps track of all new completed programs to ensure they are properly processed, bar-coded, and entered into the videotape library computer database;
  - ! Submits all processed videotapes to the Channel Traffic Coordinator for scheduling and playback operation;
  - ! Maintains files on all productions, including their budgets to cross-reference dub requests with budget authority for the project prior to processing dub orders;
  - ! Maintains a database on all work order requests to provide monthly activity reports on the number of shows produced and processed, the number of dubs processed, and any other related information.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

**A good knowledge of:**

- ! Methods of processing, coordinating, retrieving, and controlling videotape storage and inventory using computers and related software applications;
- ! Data processing methods and techniques for videotape inventory control;
- ! Inventory system establishment and maintenance;
- ! Methods of processing and storing videotapes;
- ! Procedures and guidelines for receiving and processing work order requests;
- ! Procedures and guidelines for the storage and recycling of videotapes.

**A working knowledge of:**

- ! Various video equipment such as various video tape formats, videotape units, recorders, switchers, and patch bays;
- ! Office practices and procedures including filing, indexing, cataloguing and cross-referencing methods.

**A general knowledge of:**

- ! Terminology, principles, capabilities, and uses of computer-based information systems;
- ! Records retention and management principles.

**The ability to:**

- ! Establish a videotape filing, storage, and retrieval system for stock and inventory control purposes;
- ! Develop and maintain complex computer-based filing and inventory systems;
- ! Access automated files and generate computer reports;
- ! Process and maintain documentation and records reflecting videotape stock levels, movement, and control;
- ! Coordinate and organize accurate work, establish procedures, and meet deadlines;
- ! Organize multiple work activities;
- ! Make basic arithmetical computations;
- ! Write clear and concise reports;
- ! Follow written and oral instructions;

! Communicate and deal tactfully and effectively with City officials, employees, supervisors, contractors employees from other City departments, and the public.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

**Minimum Requirements:**

One year of full-time paid experience working with videotape library systems on a computer database that includes tapes used for field production, on-air, post-production and graphics.

**License:** A valid California driver's license may be required for some positions in this class.

**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, responsibilities, and required qualifications of any position shall be.**