



POSITION VACANCY NOTICE

CITY OF KETCHIKAN

Date: September 7, 2018

SPECIFICS

TITLE: TEMPORARY IPTV CONTENT SPECIALIST

DEPARTMENT:	KPU	DIVISION:	Sales, Marketing & Cust. Service
STATUS:	Temporary	HOURS/DAYS:	Hours & Days of work vary
GRADE / STEP:	90% 252 / A	DUTIES:	See attached job description
HOURLY:	\$21.32/Hour	UNION STATUS:	Yes

Special Requirements:
Possession of a valid Alaska driver's license or ability to obtain upon hire

ADVERTISING REQUIREMENTS

POSITION IS OPEN UNTIL FILLED

WHERE: Local Only ☐ Statewide ☐ Pacific NW ☐ National ☐

WHO: Major papers in specified area: Ketchikan Daily News
Special agencies/associations: Local Schools; Job Service

OTHER: City of Ketchikan Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
HUMAN RESOURCES (907) 228-5631 OR ON-LINE AT <http://www.ktn-ak.us/jobs>

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

IPTV CONTENT SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of filming, editing, and production of final video content for broadcasting on KPU CommVision's local IPTV channels/television network.

The IPTV Content Specialist independently as well as under the supervision of a Marketing Manager, arranges, coordinates, schedules, and otherwise takes independent action required to film a wide variety of events, forums, meetings, and other activities. These duties must be performed in a manner that reflects positively on the Division, KPU, and the City of Ketchikan. Post filming, the IPTV Content Specialist transfers raw film footage to databases, converts the raw footage to rough cut productions, and independently and/or with supervisory assistance, edits the rough cut footage into a ready-for-TV broadcast on KPU's city-wide television network.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provides support for customer sales representatives in assisting IPTV customers in production of DVD's.
2. Assists in the research and development of new filming equipment and film editing software and hardware for the filming and TV production environments.
3. Provides input and recommendations related to selecting local events, meetings, and other activities for filming and airing on KPU CommVision local channels.
4. Ensures local content data is stored and backed-up in such a manner as to protect from loss of data due to file corruption, drive failure, or other combinations of software and/or hardware failure.
5. Works with local organizations to develop and establish local programming suitable for airing on KPU's IPTV service.
6. Participates in the filming, editing, and production of local content.
7. Creates and distributes forms and informational brochures for promotion of various telecommunications services.
8. Provides support to other marketing staff.
9. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

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Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

The operation of technical equipment related to television content filming, editing, and production.

Technology-based products and services, including Internet service, telephony service, television production, and television delivery services.

Ability to:

Work weekends, evenings, and holidays as necessary to film local events.

To travel on boats, aircraft, and recreational vehicles to film events.

To work long hours in inclement weather conditions.

Compile data, maintain records and files, and participate in the preparation of administrative or technical reports.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in film production and editing.

Experience:

Two years of experience working in filming, editing and production of video content.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting, outdoor settings in inclement weather conditions with travel from site to site including occasional aircraft, boat and recreational vehicle transport; regular contact and interaction with telecommunications personnel and customers; frequent interaction with local business owners.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to travel; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Grade: 2-52

Job Position Code: 36925

Union: Yes/KPU

FLSA: Non-Exempt

Date Approved: February 2005

Date Amended: March 16, 2005

Date Amended: October 2009 (*Johnson & Associates*)

Human Resources Manager Approval

City Manager Approval