

## Polk County Sheriff's Office Job Description

### 2711 Video Production Manager

July 2, 2005, Revised October 9, 2006

#### **Position Concept:**

The Video Production Manager is responsible for applying advanced video production knowledge and techniques to produce broadcast quality video programming for documentation, promotion, recruiting, public information, and training for the Polk County Sheriff's Office. The member performs highly specialized technical duties and tasks including administrative and documentation duties and tasks specific to the position. Position requires exercise of discretion, independent judgment and independent thought.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Video Production Manager may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

#### **Essential Functions:**

- Modify technical equipment
- Operate broadcast grade systems
- Maintain equipment /inventory
- Maintain high liability operations documentation
- Instruct/direct video subjects
- Serve as writer/producer
- Review/edit scripts
- Conduct project scheduling and production
- Act as liaison for inter-agency projects
- Act as liaison with other agencies
- Evaluate and interpret user needs
- Create and develop programs
- Conduct research
- Facilitate training
- Maintain knowledge of video programs
- Provide user assistance
- Conduct Special Projects
- Maintain budget

#### **Education, Professional Certification or License:**

- Four (4) year degree in Video Production or related field from an accredited college or university
- A comparable amount of training may be substituted
- Valid Florida driver's license

#### **Professional Experience:**

- Experience in use of advanced video production methods, techniques and principles
- Experience with video production in a law enforcement setting

#### **Status:**

Civilian     Sworn     Certified     Exempt

#### **Blood and Viral Pathogen Risk:**

Minimal Risk     Foreseeable Exposure

#### **Environmental Conditions:**

- Works various hours, sometimes for extended periods of time
- Works near high voltage electrical system
- Works on-call status
- Works under stressful conditions

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### **Required Skills and Knowledge:**

#### **Knowledge of:**

- Video production methods, techniques, principles
- Video production cameras, equipment
- Location lighting
- Set construction
- Directing live events
- Program editing
- Special effects
- Audio mixing
- Video graphics
- PCSO policy and procedures
- Florida State Statutes and Federal Laws
- Equipment installation
- Technical Equipment
- Various software
- Special Units
- Geographical area
- Budgeting
- Other agencies

#### **Ability to:**

- Comprehend complex subject matter
- Perform complex audio/video tasks
- Coordinate multi-camera shoots
- Facilitate necessary resources
- Produce broadcast quality videos
- Assist video/film crew
- Analyze and interpret user needs
- Modify equipment
- Instruct video techniques
- Operate a motor vehicle
- Read and write English
- Prepare script

#### **Skills:**

- Computer
- Advanced English grammar
- Mechanical
- Instructor
- Scheduling
- Research
- Directing
- Interpersonal
- Basic mathematical
- Organizational
- Communication
- Budgeting
- Composition
- Edit

### **Physical Requirements:**

- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual dexterity
- Ambulate independently
- Bend/Squat
- Walk
- Lift/drag/carry 80 lbs.
- Climb
- Crawl
- Recognize colors
- Run
- Jump
- Sense of smell