

**GOVERNMENT BROADCASTING COORDINATOR****SUMMARY:**

Under general supervision, assists in the operating facets of the City's Government Television Station. Responsible for the videography, editing, some basic equipment and systems troubleshooting and maintenance; may perform other related duties as required.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined by the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(Which are not in hierarchical order)*

1. Participates in posting monthly TV program schedules.
2. Adheres to programming and production standards for the City's TV station established by the Television Production Manager.
3. Fulfills production requests from user departments and external customers.
4. Writes program scripts for department projects and submits to TV Production Manager for quality, accuracy, and appropriateness prior to filming.
5. Researches and collects information for use in development of program ideas and scripts.
6. Coordinates and conducts pre-production sessions to plan the effective use of time, and materials to achieve a professional, air ready video product.
7. Ability to direct participants involved in station productions to gain and assure a cooperative and productive effort.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- General knowledge of local government access broadcasting and commercial television practices.
- Knowledge of studio and field production techniques.
- Knowledge of television equipment, television production, and television broadcasting techniques.
- Ability to maintain multiple projects simultaneously, and reorganize work plan in an environment that often includes changing priorities.
- Ability to maintain effective working relationships with elected officials, other governmental entities, education professionals, and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to organize and coordinate a variety of professional, technical and clerical activities.
- Ability to adhere to policies, standards and procedures set forth by the department, City and other entities.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves detailed concentration for long periods of time in a modified office environment. Occasional need for light lifting. (up to 25 pounds) This position may require the use of the City's vehicles on City business. Individuals must be physically capable of operating the vehicle safely and have an acceptable driving record. The City of West Palm Beach promotes a drug-free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Bachelor degree from an accredited college or university with a major in Communications, TV/Radio Production, or related field and three (3) years related experience; or any equivalent combination of training and experience in coordinating television production and programming. A valid Florida driver's license is required.