



## CITY OF DOVER, NEW HAMPSHIRE

### Position Description

<b>Position:</b> Camera Operator	<b>Position Control No:</b> XX-XX-XX-XX
<b>Classification-Series:</b> Television Broadcast Operator	<b>FLSA Status:</b> Non- Exempt, Per meeting
<b>Occupational Grouping:</b> Professional & Managerial Services	<b>Union - Grade:</b> NON-UNION Grade 15
<b>Organizational Unit:</b> Executive Department	<b>Primary Job Location:</b> City Hall, 288 Central Avenue

**JOB SUMMARY:** Performs highly responsible work supporting and maintaining the operation of the City's audio / video recording systems. This position focuses on the video recording of public meetings.

**ACCOUNTABILITY:** Works under the direction of the Media Services Coordinator. Assigned duties are carried out independently. Work is reviewed through audio / video recordings completeness and quality, feedback of public body employee liaisons and public officials.

**SUPERVISION EXERCISED:** Provides general supervision through work assignments, instruction, training, technical knowledge, and work review with municipal employees needing assistance with the use of City and School audio / video equipment.

**TYPICAL EQUIPMENT USED:** Computer; telephone; video and audio equipment; multimedia equipment; DVD recorders; calculator; typewriter; dictation & transcribing equipment; copy and facsimile machines; electronic diagnostic equipment; small hand and power tools.

**TYPICAL WORK ENVIRONMENT:** Inside: 98%      Outside: 2%

**DUTIES AND RESPONSIBILITIES** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Provides professional, competent and timely service in the recording of public meetings. Excellent communications skills are required to efficiently and effectively provide information to employees and public board / commission members and the City Council on their use of audio / video recording services.
2. Arrive at least fifteen (15) minutes in advance of all public meetings. Operate audio / video equipment throughout entirety of meeting. Most meetings last approximately one to four hours.
3. Provide assistance with A/V equipment used during presentations, including computers, projectors and presentation software.
4. Configure video equipment to broadcast on Channel 22 or Channel 95 and record meeting to current recording media. Return Channel 22 or Channel 95 to rolling presentation, or other current, media at close of meeting.
5. Assist public board / committee, City Council and employees liaisons with audio recording.
6. Works in a supportive role in the implementation, ongoing maintenance and upgrade of audio / video recording equipment in the City departments.
7. Evaluates trends in information and telecommunication technology, hardware, software and audio / video recording and makes recommendations to Director of Information Technology Administrator regarding appropriate hardware, software and system needs.

8. Attends conferences and other education meetings and reviews professional literature to keep current on modern trends and practices.
9. Exercises discretion and maintains appropriate confidentiality concerning municipal related matters.
10. Coordinates activities with other employees, departments or agencies.
11. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
12. Maintains familiarity with and executes safe work procedures associated with assigned work.
13. Performs other related duties as required.

**TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:**

<p><b>LIFT:</b>          -up to 10 lbs.: Occasionally required.          -11 to 25 lbs.: Occasionally required.          -26 to 50 lbs.: Rarely required.          -over 50 lbs.: Rarely required.</p> <p><b>CARRY:</b>          -up to 10 lbs.: Occasionally required.          -11 to 25 lbs.: Occasionally required.          -26 to 50 lbs.: Rarely required.          -over 50 lbs.: Not required.</p> <p><b>REACH:</b>          -above shoulder height: Rarely required.          -at shoulder height: Occasionally required.          -below shoulder height: Occasionally required.</p>	<p><b>PUSH/PULL:</b> Occasionally required.  <b>TWISTING:</b> Occasionally required.  <b>BENDING:</b> Occasionally required.  <b>CRAWLING:</b> Rarely required.  <b>SQUATTING:</b> Occasionally required.  <b>KNEELING:</b> Rarely required.  <b>CROUCHING:</b> Occasionally required.  <b>CLIMBING:</b> Rarely required.  <b>BALANCING:</b> Not required.  <b>GRASPING:</b> Frequently required.  <b>HANDLING:</b> Frequently required.  <b>TORQUING:</b> Frequently required.  <b>FINGERING:</b> Frequently required.</p>
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**DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:**

<p><b>CONSECUTIVE HOURS:</b>          Sit: 2 hours          Stand: 1 hour          Walk: 1 hour</p>	<p><b>TOTAL HOURS:</b>          Sit: 5 hours          Stand: 2 hour          Walk: 1 hour</p>
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**COGNITIVE AND SENSORY REQUIREMENTS:**

<p><b>TALKING:</b> Necessary for communicating with others  <b>HEARING:</b> Necessary for receiving instructions and information.  <b>SIGHT:</b> Necessary for performing job effectively.  <b>TASTING &amp; SMELLING:</b> Not required.</p>
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**TYPICAL WORK SURFACE(S):** Standard office desk and chair; service counter; tables; computer work stations; meeting rooms; carpet, tile, concrete and wood floors.

**TYPICAL CONTROLS & EQUIPMENT:** Keyboard/pad, computer mouse, electronic controls.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** May be exposed to copier and printer toner. Possible electrocution hazard.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:** Well-developed skills to troubleshoot, prioritize, escalate and find technical solutions quickly and effectively, often using online and vendor resources; Entry-level knowledge of audio / video equipment, computer hardware and software applications related to audio / video recording, conversion and distribution. Basic knowledge of the capabilities and requirements of information technology equipment including CATV equipment from current cable franchise provider; Knowledge of the principles and techniques of systems documentation; Knowledge of the functions and organization of municipal government. Demonstrated ability to prioritize, complete and document own work; ability to make accurate arithmetic calculations; demonstrated oral and written communication; ability to maintain electronic and written records and prepare reports. Ability to maintain effective working relationships with employees, City Council, public boards and commissions and the public and to deal with service problems courteously and tactfully.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** Graduation from a college/university with an Associate's degree in Computer Science, Information Technology, or a closely-related field, OR at least one year progressively responsible experience in audio / video management, support, or related information systems work; OR any equivalent combination of education and experience which demonstrates possession of required knowledge, skills and abilities. Must maintain valid motor vehicle operator's license. Microsoft, Cisco and other Information System specific certifications are optional.

**SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):**

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input checked="" type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

**OTHER CONSIDERATIONS AND REQUIREMENTS:** The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Classification Established: 10/19/2007  
Job Description Developed: 08/05/2008  
Revised: 09/24/2013