



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Videographer	LAST UPDATED:	07/12/2016
DEPARTMENT:	Communications & Media Relations	JOB CLASS:	
REPORTS TO:	Video Producer	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of the Video Producer, the Videographer creates video programs for the city's cable channel, the city's website and video social media channel. Records city meetings and events, and ensures continued operation of the city's cable channel.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Creates a variety of video programs from concept through completion, including all necessary scripting, recording, editing and overall creative design.
- Sets up and directs all aspects of single and multi-camera video productions, including cameras, audio and lighting, for both in-studio and off-site locations.
- Directs and records City Council, other public meetings and special events.
- Creates and updates graphics for the Frisco Television Network (FTVN) bulletin board, schedules the on-air channel playback system and maintains the city's video social media channel and on-demand webpage.

Other Important Duties:

- Provides audio/video assistance and training to other City departments.
- Shoots still photographs of events and individuals/groups.
- Troubleshoots minor audio visual equipment issues.
- Travels to conduct presentations, and attends meetings, conferences and training events.
- Remains current regarding trends and new technologies in audiovisual production.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of video, audio, lighting and graphics for television and web standards for video productions.
- Knowledge of digital still photography and image editing.
- Knowledge of City policies and procedures.
- Proficiency in the use of Adobe Premiere Pro and/or Final Cut Pro, Adobe After Effects, Photoshop and Illustrator.
- Skill in effective oral and written communications.
- Skill in handling customer complaints and concerns.
Ability to handle and prioritize multiple tasks and work with possible frequent interruptions and changes in priorities.
- Ability to function productively as a member of a creative team.
- Ability to take a project from concept to completion with minimal supervision and direction.

Preferred Education, Experience, and Certifications:

- Bachelor’s Degree in Audio/Video Production or related field, **and** three (3) years of experience in video production; **or** equivalent combination of education and experience.
- Must pass a pre-employment drug screen, criminal background check, physical agility exam and MVR check.
- Must possess or obtain a State of Texas Driver’s License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office, on-site and outdoor environments.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	X	Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	X
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.	X	Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.		Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	
Hearing 2 – receive detailed information, make discrimination in sound.	X	Visual Acuity 2 - color, depth perception, field of vision.	X
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	X
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.	X	Walking - on foot to accomplish tasks, long distances, or site to site.	X

Work Environment

Work performed is primarily:

(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	<input type="checkbox"/>
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	<input type="checkbox"/>
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	<input checked="" type="checkbox"/>
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	<input type="checkbox"/>
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	<input type="checkbox"/>

Equipment and Tools Utilized:

Equipment utilized includes professional audio and video recording and editing equipment, lighting equipment, computer, phone and copier.

Approved By:



 Dana Baird-Hanks, Director of Communications and Media Relations

7/13/16

 Date



 Shannon Allyn, HR Generalist

07/12/2016

 Date