

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF SENIOR PRODUCTION ASSISTANT IN THE COMMUNICATIONS AND TECHNOLOGY DEPARTMENT, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, AND REPEALING ORDINANCE NO. 21-63.

WHEREAS, it has been recommended by the Human Resources Committee that a job description for the position of Senior Production Assistant in the Communications and Technology Department be adopted.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF  
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Senior Production Assistant in the Communications and Technology Department shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That Ordinance No. 21-63 is hereby repealed.

Section No. 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 4: That this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

1<sup>st</sup> reading: 1/23/2023

2<sup>nd</sup> reading: 2/13/2023

3<sup>rd</sup> reading:

PASSED: 2/27/2023

/s/ Martin E. O'Donnell

President of Council

POSTED: 3/03/2023

APPROVED: 2/28/2023

ATTEST: /s/ Valerie E. Rosmarin

Clerk of Council

/s/ Gregory J. Zilka

Mayor

# **CITY OF AVON LAKE**

## **POSITION DESCRIPTION**

### **Senior Production Assistant**

Job Title:	Senior Production Assistant
Department:	Communications and Technology
Immediate Supervisor:	Communications and Technology Director
Positions supervised:	None
FLSA Status:	Exempt
Bargaining Unit:	N/A
Civil Service Status:	Classified

#### **JOB RESPONSIBILITIES**

Under the direction of the Communications and Technology Director the Senior Production Assistant shall be responsible for the programming of the government access channel, assist with community producers, schedule programming, and maintain weekly programming schedules. In addition, this position will film and edit meetings as assigned and support the technical needs of the Communications and Technology Department.

#### **Other Duties:**

- Production of programming for the government channel including editing and on-location filming.
- Film and/or provide technical assistance to public meetings and events as directed.
- Provide general and specific technical support and assistance as requested to internal and external customers for public produced shows.
- Write scripts for all media platforms as assigned.
- Produce and upload media messaging (podcasts).
- Schedule and maintain the broadcasting of both the government and public channel.
- Manage and execute dubbing and duplication of media.

#### **QUALIFICATIONS**

College degree preferred but not required, in any of the following disciplines: Video Production, Audio Production, Media Production coupled with working within government organizations or non-profits. Work or technical experience may be substituted for college degree(s).

Strong technical skill set with using Final Cut X and any other software programs. Must have strong oral and written communication skills. Ability to tailor communication style(s) to audiences served.

## **PHYSICAL REQUIREMENTS**

Intermediate physical activity including lifting, bending, standing, reaching, etc. working conditions include loud, dusty environments and hazardous chemicals. Must be able to lift and carry heavy sound and recording equipment of all types.

All applicants must pass a background screening, drug test, and possess a valid State of Ohio Driver's License.

### **Knowledge of:**

- Standard and specialized equipment for these efforts.
- Office equipment, computers, and camera/editing equipment necessary for the job duties.
- Understanding of City services and delivery of services to the public.
- Writing skills, formats, editing, proofreading, and visual concepts.
- Ability to understand and adhere to deadlines as set by Director and/or their superiors.
- City of Avon Lake general office guidelines/protocols/procedures.

**Salary range:** The salary for this position shall mirror the current and future salary structure of the Recreation Programmer in Local 836-1.

**Benefits:** As determined by Codified Ordinances.