

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union

<b>VIDEO PRODUCTION TECHNICIAN</b>
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**Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Must have knowledge and understanding of video systems
- Must have operational understanding of wave form monitors, special effect generators, vector scopes, time base correctors, video sync systems, camera charting, studio lighting, audio mixing, electronic editing, character/graphic generators and computers
- Must have the aptitude and basic knowledge of routine video inspection and cleaning requirements
- Must be able to work flexible schedule including nights on occasion as required for night production
- Must be able to set up equipment and operate production bus
- Must maintain a valid Florida driver's license
- Must have previous video experience or certified video training

**Performance Responsibilities:**

- Maintain visual inspection of materials broadcast over Hernando Instructional Television's (HITV) Instructional Television Fix System (ITFS)
- Videotape and edit local productions in the HITV studios and at schools as well as various other locations in Hernando County
- Program off and on-air taping and perform necessary dubbing
- Coordinate various satellite downlinks to bring about program airing and dubbing as required
- Videotape workshops and Hernando County School Board Meetings
- Keep all video and audio equipment operational by troubleshooting and performing minor repairs and initiating and inspecting major repairs
- Construct audio and video cables used in the connecting of various studio components
- Detect and correct on-air problems in a timely manner
- Serve as back up to Media Technician archiving videos and maintaining video/media library.
- Perform other duties as assigned by the Public Information Officer and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Public Information Officer and/or designee

**Evaluation:**

Annual evaluation done by the Public Information Officer and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level K

**Job Code:**

62084

Board Approved: 08/18/98

Revised: 01/20/09, 01/11/11, 05/17/11, 06/10/14