

**CITY OF BEVERLY HILLS**  
Department of Human Resources  
455 North Rexford Dr., 3rd Floor  
Beverly Hills, CA 90210

<http://agency.governmentjobs.com/beverlyhills>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Cable TV/Video Associate II (Full-time)**

*An Equal Opportunity Employer*

**SALARY**

\$24.79 - \$30.71 Hourly    \$1,982.94 - \$2,456.46 Biweekly    \$4,296.38 - \$5,322.32 Monthly    \$51,556.56 - \$63,867.84  
Annually

**OPENING DATE:** 02/27/14

**CLOSING DATE:** 03/20/14

**THE POSITION**

Under general supervision, produces and directs live and taped community events, programs to include sports, concerts and cultural events, performs a variety of tasks in support of the cable TV and video function of the City, and performs related work as required.

**MAJOR DUTIES**

- Searches out and suggests community events to be taped.
- Coordinates logistics with event organizers.
- Meets with various City departments regarding events.
- Schedules and organizes video tape crews.
- Sets up related equipment to include cameras and audio and lighting equipment.
- Provides run-through with crew prior to events.
- Directs staff and/or operates equipment as needed.
- Debriefs event organizers after taping.
- Edits program if needed.
- Performs additional post production work to include dubbing tapes.
- Maintains studio, control room and field production equipment used and may perform minor equipment repairs.
- Supervises part-time staff and interns.
- Assists in maintaining the City's video tape production library.
- May write scripts and assist with other productions as needed.
- May program the the playback automation system.

## **REQUIRED QUALIFICATIONS**

- Valid California driver's license.
- Ability to work a flexible schedule in order to meet the needs of the City, including evening and weekend assignments.

## **KNOWLEDGE, SKILLS & ABILITIES**

### KNOWLEDGE OF (Required):

- Video cameras, sound equipment, lighting equipment, editing equipment and related video and audio equipment.
- Television program creation, development, script writing, production and editing.
- Broadcast video principles and techniques.
- Supervisory techniques.
- English usage, spelling and grammar.
- Computer applications as related to areas assigned.

### ABILITY TO (Required):

- Use creativity in researching topics and writing scripts.
- Join video and audio material into creative and interesting productions.
- Coordinate, direct and supervise the work of others.
- Meet the public with courtesy and tact.
- Work under pressure and time lines.
- Communicate effectively both orally and in writing.
- Understand and carry out oral and written directions.
- Work independently and productively.
- Establish and maintain effective working relationships with persons contacted in the course of work.
- Operate and/or direct camera staffing on both single, multiple and remote control camera productions.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://agency.governmentjobs.com/beverlyhills>

OR

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EXAM #14-VA00-001  
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