



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## ASSOCIATE VIDEO PRODUCER II

Job Number: 20001581

Job Code: 81720V170716

Job Group: 8100 - COMMUNICATIONS AND PROMOTIONS

Job Established: 11/01/1992

Job Revised: 07/16/2017

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

**Special Entrance Rate:**

**NONE**

**NONE**

**NONE**

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, researches, writes scripts, narrates, produces and post produces video production for television broadcast, training or education use; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in communications, broadcast journalism, broadcasting or a related field.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Must have one year of experience in television production.

#### **Substitute EDUCATION for EXPERIENCE:**

Vocational or technical school training in broadcasting, studio production, videography, cinematography or a related field will substitute for the required college on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in video production, television production, radio production or cinematic production will substitute for the required education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s),

certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possess and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Responsible for all aspects of producing segments of a television program. Independently researches and develops story concepts. Scripts, directs(making all technical decisions affecting the content and aesthetic aspects of a segment), shoots broadcast quality video and provides sound reinforcement in field and studio settings. May serve as on-air talent. Interviews guests. Edits and post produces video into final product using non-linear computer-based equipment. Reviews the work of less experienced production personnel and offers guidance and technical expertise. Distributes segments or video footage and distributes to statewide television for broadcast to the general public. Develops short video segments designed to convey to the public the positions, policies and programs of an agency. Consults on video equipment purchases and upgrades. May represent the agency at public forums such as travel shows. May perform public speaking before civic groups and sportsmen's clubs. Independently researches and develops concepts for videos. Possesses knowledge of creating graphics for video. Also occasionally edits using traditional methods. May represent the agency at public forums such as public appearances by the Governor and other state dignitaries.

**UNIQUE PHYSICAL REQUIREMENTS:**

Physical demands include walking, standing, kneeling, crawling and climbing while carrying cameras and recording devices weighing 50 lbs. or more.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

The work environment for individuals may be indoors or outdoors. Conditions vary from air conditioned studio to all weather conditions and topography encountered in the Commonwealth. Frequent travel (often overnight) throughout the Commonwealth is required in the production of weekly television segments and in the course of following the Governor and other dignitaries around the state. Hazards may include all manner of wildlife that may reside in the forests, caves, swamps and wetlands of the Commonwealth.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*