

City of Dallas
Classification Specification

Title:	Video Specialist	Class Code:	74007
Application:	Single Classification	Pay Grade:	F
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose

Plans, designs, writes, and produces audiovisual material for departmental training/information, and public education.

Essential Functions

1. Produces videotape programs to effectively train employees, communicate administrative objectives, and document events or to inform the public.
2. Distributes instructional videotapes to support the in-service training programs of emergency operations personnel through cable television and videotape.
3. Responds to and videotapes emergency incidents for recording operations on which instructional programs are based.
4. Operates and performs minor maintenance on a variety of audiovisual equipment to record, produce and play video programming and other audiovisual materials.
5. Maintains the video library for the department; evaluates and acquires programs or services to enhance the audiovisual library and meet specific training objectives.
6. Locates and secures location and other production necessities to shoot scene or scenes required.
7. Utilizes knowledge and training to determine format and content which will be most effective, meet objectives and remain within budget limits; writes and edits scripts for videos.
8. Identifies performance areas that could benefit from utilization of audiovisual training materials and initiates production of appropriate programs to enhance departmental operation.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Thorough knowledge of principles and techniques of audiovisual production.

Thorough knowledge of operations of audiovisual and production equipment.

Ability to effectively communicate orally and in writing.

Ability to compose clear, concise written scripts for recording on videotape.

Ability to perform minor maintenance on audiovisual equipment.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards

Exposed to elements and risks of emergency operations while at fires, hazardous materials incidents, and emergency medical operations.

Subject to heavy lifting and working around electrical equipment.

Exposed to all weather conditions when in the field.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.