



CLASSIFICATION NO. 046

Established: 10/05

Revised: 7/13

FLSA: Non-Exempt

EEO: 3

VIDEO NETWORK SYSTEMS SPECIALIST

CLASS CHARACTERISTICS

Under general supervision, to oversee all technical facilities and equipment of the Video/Cable operations; to lead the work of technical support staff and consultants and act as a liaison to contractors; to plan, design, install, operate and maintain video/cable/transmission systems and related computer equipment; to coordinate all technical needs and services with other departments and users; and do other work as assigned.

DISTINGUISHING CHARACTERISTICS

The Cable Communications Division within the Public and Government Relations Department broadcasts the Clackamas County Government Channel (CCGC), producing live broadcasts, documentaries, meetings, workshops, public service announcements and original County-produced programming for cable subscribers. The Division also monitors customer service standards for cable companies in the County's unincorporated area and provides complaint resolution, reviews rates, issues rate orders and negotiates franchise renewals and transfers.

The Video Network Systems Specialist coordinates all technical equipment and systems aspects of the Cable Communications Division for field and studio production and playback. Computer support is normally limited to computers associated with the department's equipment network and not computers which are part of the County Information Services data network. Incumbent is responsible for design, integration, installation, operation, change, repair and maintenance of complex audio/video equipment and associated computer equipment systems for production and playback. Besides oversight for all equipment purchases, maintenance and repair, this classification also evaluates the present and future functionality of the equipment systems for current and anticipated user needs and develops long and short range equipment and systems plans for managing and improving community production, post production and network video systems. Incumbent may directly perform duties for this classification and/or coordinate and oversee the work and activities of contractors, vendors, and other County personnel.

This classification differs from the Video Production Coordinator which is primarily responsible for coordinating and overseeing production of field video shoots.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Researches, designs, builds, integrates, tests, installs, repairs, maintains, troubleshoots and operates all video and audio components of computer workstations for high definition video editing, studio and production systems, storage, routers and networks used in live and post

production for television, playback, training, and web; installs, upgrades, and maintains all software and licenses on these systems and provides technical support for users.

2. Performs complex and advanced analysis of video, audio, and supporting computer equipment and systems; designs, builds, programs, repairs, and installs equipment and related computer systems which are not part of the County computer network; develops equipment and systems performance testing criteria, standards and maintenance plans.
3. Develops, builds, installs, administers and maintains archive storage and metadata system for all of the channels' raw and completed digital videos, including systems that backup the archive; upgrades and expands the archive system as needs grow and new storage technologies become available.
4. Performs or oversees all equipment moves, changes, and cabling; maintains all broadcast editing, encoding, and computer systems and software.
5. Solves problems and builds consensus with all levels of management, internal customers, and contractors to establish systems needs and determine project priorities and outcomes.
6. Utilizes hardware and software encoders to digitally encode and transcode programs using proper codec software/drivers and quality bit rates for playback systems, recording media, web streaming, social media and archiving.
7. Coordinates and/or oversees the work of producers, contractors, vendors, other County personnel as it relates to Cable Communications equipment and systems; develops and implements training plans and provides training for videographers on the proper use of production equipment, File Transfer Protocol (FTP), and archival system; develops proper export standards for producers to use on final videos.
8. Researches, analyzes, and makes recommendations regarding current and future video standards, systems and equipment needs; prepares reports, and makes recommendations and purchasing decisions for the future needs of the division and the County and to optimize the use of current systems; researches cost, supply and performance standards for equipment, software and vendors; makes technical recommendations for production enhancements, equipment and materials acquisition and resource allocation; tests new hardware and software for integrity, functionally, and usability; assesses cable network needs and compliance with latest technology standards, such as high definition, as determined in the cable franchise agreements; works with cable providers' engineers to ensure the government channel is delivered across the cable video networks to customers, at expected video standards, and to help troubleshoot problems and outages with the access channels.
9. Provides support for editing, reader board, and playback computer systems.
10. Monitors access channel for content and signal quality and takes appropriate action to correct problems; determines technical quality standards and ensures compliance of such standards for all video, graphics, and production elements.
11. Sets up and operates a variety of video production equipment, cameras, lighting, microphones, state props and digital recording for broadcasts; transports equipment to various shoot locations around the County.

12. Edits video and designs/develops electronically generated graphics.
13. Makes direct purchases of day-to-day equipment and supplies within approved limits; administers and monitors division's budget for hardware and equipment; makes budget recommendations, purchase decisions, and provides requirements for hardware and equipment needs.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles and practices of cable television production and operation; theory, use and design of wiring diagrams, signal flows, and block diagrams; operation, maintenance and repair of video, audio, computer editing hardware and software, lighting and production equipment, and associated computer systems; methods and techniques of video and broadcasting production; computer and network design, assembly and repair; systematic research techniques into industry trends and technology developments; methods, principles and practices of video encoding and decoding technologies, playback, streaming and social media; industry and Federal Communications Commission quality standards; principles, practices, methods and procedures of governmental purchasing; sources of supply and price trends for technical materials, supplies and equipment.

Skill to: Operate, maintain, repair and adjust video, audio, playback, computer editing and lighting equipment and associated computer systems; read and interpret equipment manuals and use tools and test equipment to repair, install and service various types of technical equipment; read and design block and wiring diagrams and flowcharts; edit and produce video, audio, photos, and graphics; research technology development related to cable communications equipment; coordinate moves, adds and deletes with other departments; analyze and troubleshoot complex technical issues and provide effective solutions; recommend, implement and maintain consistent purchasing policies and procedures; gather, analyze, consolidate and organize data; create and maintain databases and files for inventory, equipment and purchases; communicate effectively, both orally and in writing; prepare reports; design and create original graphics; conduct meetings with vendors and County personnel to establish equipment and system priorities and build consensus for future planning and implantation; establish and maintain effective working relationship with County employees, producers, the public and vendors; lead the work of assigned staff, vendors and contractors.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.