

**DOUGLAS COUNTY**  
**SHERIFF'S OFFICE**

**JOB TITLE: MULTIMEDIA SPECIALIST**

**Exempt:** No

**Pay Grade:** E425

**Approved/Reviewed By:** Sheriff Darren Weekly

**Job Type:** 4256E

**Department:** Office of the Sheriff

**Date:** 01-10-23

**General Duties:** This position will focus on enhancing community engagement through the creation of graphics, pictures, and videos. This position will assist the media team with brainstorming and creative development, as well as providing professional and creative graphic design services to support the Douglas County Sheriff's Office's community outreach efforts.

**Supervision Exercised:** Has no direct supervisory authority over other positions.

**Supervision Received:** Works under the general supervision of the PIO Director.

**Job Duties and Responsibilities:** *(The following examples are illustrative only and are not intended to be all-inclusive)*

- **Multimedia Content Creation:** Develop visually compelling graphics, images, and videos to enhance the Sheriff's message on crime/crime prevention/other activities to the general public; producing video and slide productions for presentations; planning and composing brochures, flyers, bulletins, scripts, and various periodic and special purpose reports.
- **Non-Linear Editing:** Demonstrate expertise in non-linear editing techniques to create polished and professional videos. Edit and assemble raw footage into a finished product suitable for various platforms. Utilize Adobe Creative Suite tools, including Photoshop, Premiere Pro, After Effects, and Illustrator, to produce captivating multimedia content. Stay updated on industry trends and leverage new features within the Adobe suite.
- **Community Event Planning and Execution:** Collaborate with the Community Resource Unit to plan, organize, and execute community events, ensuring a seamless integration of multimedia elements. Provide creative input to enhance the visual aspects of community programs and initiatives.
- **Photography and Videography:** Capture high-quality photographs and videos during community events, law enforcement activities, and outreach programs. Ensure multimedia equipment is well-maintained and ready for use at all times.
- **Collaboration and Coordination:** Work closely with internal teams to understand project requirements and contribute creative solutions. Coordinate with the Public Information Office and Community Resource Unit, ensuring multimedia efforts align with community engagement strategies.

**Minimum Qualifications:**

- High School Diploma.
- 2 years of experience in graphic design, videography, and photography.
- Strong proficiency in non-linear editing techniques and the Adobe Creative Suite. (Premiere, Pro, Encore, AfterEffects, Photoshop, Illustrator).
- Excellent organizational and project management skills.
- Effective communication and interpersonal abilities.
- Flexibility to work outside regular business hours for event coverage.

**Preferred Qualifications:**

- Bachelor's degree or equivalent.
- Previous experience in a law enforcement or public safety environment.
- Familiarity with community engagement strategies and event planning.
- Knowledge of social media trends and best practices.
- Excellent written and verbal communications skills.
- Self-motivated with a high level of initiative.
- Ability to work in a time-sensitive but highly confidential environment.

**Essential Functions:**

Language Skills: Ability to establish and maintain effective working relationships. Ability to communicate in both oral and written form, at both the technical and system user levels.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Reasoning Ability: Ability to use common sense understanding to carry out instructions.

Other Skills and Abilities: Considerable knowledge of software applications and hardware used for automated processes. Knowledge of the following is required: Windows Operating Systems, various office applications including e-mail, spreadsheets, word processing, presenting programs, and MS Office. Some knowledge of training practices and principles. Skill in the use of a variety of data processing and office equipment. Ability to organize and prioritize numerous tasks. Knowledge of basic computers. Ability to work with little or no supervision. Must possess strong time management skills. Ability to work beyond scheduled hours if necessary, in a crisis. Ability to work non-traditional days and hours as needed.

Physical Demands: May occasionally be required to lift and/or move up to 40 pounds. Ability to bend, kneel and crawl under desks and climb on tables and/or ladders as necessary.

Work Environment: Work is generally performed in a typical office environment. Some local travel is required. Ability to work beyond scheduled hours in a time critical manner is required. A Sheriff's Office background check and fingerprint check is required.

Contacts: This position has daily contact with other employees, supervisors, and managers. May have occasional contact with outside firms/vendors.

Independent Judgment: Work is performed independently. Must be able to use individual judgment and problem-solving skills to accomplish goals and achieve desired results.

**Note:** The successful applicant must be able to perform ALL of the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not all-inclusive.

In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.