



Title: Digital Media Supervisor

FLSA STATUS: Exempt from overtime under FLSA

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Public Information Director.
 Exercises direct supervision over Digital media Specialists.

MINIMUM QUALIFICATIONS

- **Education:** Bachelors Degree in or related field or equivalent.
- **Experience:** Five years related experience required. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** None required.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Bachelors degree in Video Production and Mass Communications
- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.
- Considerable experience in all aspects of video production, broadcast, mobile and web techniques.
- Experience with video, audio, lighting equipment, streaming and archiving systems & services and cable television.

PREFERRED SOFTWARE EXPERIENCE

Adobe Premier Pro	Adobe Photoshop CC	Adobe Illustrator CC
Adobe After Effects CC	Adobe Media Encoder	Flash Media Live Encoder
Final Cut Pro 7	Wirecast Streaming	FileZilla
ProAnimator	Grass Valley Router	Nverzion Automation
Wowza Streaming Engine	Visix Display Systems	Listec Teleprompters Software
Chron Lyric Software	Ross Xpression Software	Web CMS



JOB SUMMARY

The supervisor position is responsible for managing and directing the overall planning, development and implementation of the day-to-day operations, including digital media and broadcast service contracts, Peoria 11 budget, assignments and digital media staff. The purpose of this digital media team is to provide a multimedia approach to producing and converting video content for a variety of platforms, including TV, web and social media. This includes researching, writing, capturing visual content and editing stories for multiple platforms. Candidates must exhibit strong writing, videography and digital editing skills. In addition, this position will be responsible for broadcasting public meetings, special events coverage and developing and producing television programs for the city and maintaining and repairing video, lighting, and audio equipment. This position includes preparing broadcasting schedule, installing and operating and maintaining mechanical equipment associated with video production. Other duties include but not limited to: providing setup for meetings and broadcast productions, evaluating equipment needs to ensure proper equipment operations and making recommendations for the purchase of video, audio, lighting systems and computers equipment production equipment to maximize system performance and to meet industry and manufacture standards and providing technical support and assistance to the department. In addition, graphical design and layout are necessary.

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Works with City departments and Mayor/Council to assist in meeting their video needs and recommends services and procedures. Coordinates the development of public service announcements and messages. Manages the technical assistance and support for the department's networks, databases, applications and systems. Leads updates and integration of new initiatives related to applications, web and media services. Retains experience as a user of social media.



City of Peoria

HUMAN RESOURCES

3	<p>Oversee Channel 11 playback programming schedules and maintains Peoria's YouTube Channel and bulletin board system. Coordinates the productions of City Council meetings, study sessions, planning and zoning, public safety announcements, and other live broadcasts.</p> <p>Produces studio, live and field programming by writing, shooting footage, editing, directing and providing technical direction. Creates, edits, and maintains graphics for programs and marketing, and determines graphic layouts. Designs how the video, audio, and graphic content looks prior to broadcasts. Converts completed video and audio files for uploads to the city web page and various video-sharing websites. Distributes video and audio signals in various formats, and encodes video programming for broadcasting and web streaming.</p>
4	<p>Assigns studio/field set specifications, which includes the setup of video cameras, lighting instruments, microphones, and other technical and audio equipment.</p>
5	<p>Performs station maintenance and engineering by repairing, maintaining, ordering, calibrating and designing equipment and new build-outs, and overseeing contractors installing equipment. Troubleshoots and resolves technical difficulties including-mechanical equipment, broadcast videos servers, and streaming media servers associated with video production and broadcast.</p>
6	<p>Manages inventory of station equipment and archived video, audio, graphics files.</p>
7	<p>Manages IT and Networking IP infrastructure for video servers and editing systems for PC and Apple Computers</p>
8	<p>Supports webmaster in the city's internal and external websites. Working knowledge of html 5, XML, CSS, and Java Script and SQL databases.</p>
9	<p>Creates web graphics, optimizes photos for the web and overall support for the web.</p>



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”				
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Sedentary	Light	Medium	X	Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.

Work Environment for this position is indicated below with “X”			
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.			
Office	X	Outdoors	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	
		Vehicle	
		Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	
			Office and Field/ Plant/ Warehouse
			The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers and related software, vehicle, hand tools, audio visual equipment and supplies.

PROTECTIVE EQUIPMENT REQUIRED:

None required.