

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see pages 2 and 3 for a detailed job description and qualifications.)

DEPARTMENT OF INFORMATION TECHNOLOGY PART-TIME MEDIA TECHNICIAN

The Town of Rocky Hill is seeking applicants who are reliable and responsible and qualified to operate the Town's Government Access Channel during live Town meetings. General responsibilities include operating media equipment such as video switches, cameras, audio equipment and recording equipment to broadcast live Town Meetings, pre-recorded Town meetings, video-on-demand and streaming. Candidates must demonstrate strong verbal communication skills, the ability to problem solve, strong organization skills, and the ability to critically think to troubleshoot issues. Some experience is preferred in the following areas:

1. Knowledge of the use and maintenance of media equipment;
2. Ability to record and live stream Town Committee Meetings using digital recording format and manual camera switching equipment. Ability to prepare overlay graphics;
3. Ability to operate media equipment, including video controllers, video cameras and audio equipment; and
4. Ability to operate highly technical or complex equipment, such as multi-media and computer projection equipment.

Applicants must be flexible and able to work late afternoon and evenings 2–3 nights per week, with a variable schedule.

All necessary training is provided upon hire. Salary is non-negotiable at \$10.10 per hour for this part-time position. Employees must follow all Personnel Rules which can be viewed online at: [http://www.rockyhillct.gov/Personnel_Rules\(original\).pdf](http://www.rockyhillct.gov/Personnel_Rules(original).pdf).

Completed applications must be submitted to the Department of Human Resources, via electronic mail, to Camille Gilbert (hrdept@rockyhillct.gov) and must include: 1) a resume; 2) a letter of interest that clearly demonstrates how the applicant meets the qualifications; and 3) a completed Town of Rocky Hill Application for Employment. Questions regarding this search should be directed to Camille Gilbert. Applications will be accepted until position is filled.

The Town of Rocky Hill is an EEO/AA employer and complies with the ADA.

**Town of Rocky Hill
Job Description**

POSITION: PART-TIME MEDIA TECHNICIAN
DEPARTMENT: FACILITIES AND INFORMATION TECHNOLOGY
REPORTS TO: DIRECTOR OF INFORMATION TECHNOLOGY
SUPERVISES: N/A
BARGAINING UNIT: NONE

Summary of Responsibility:

For all Town government meetings, this position prepares and operates studio camera robotics, audio board, video playback, graphic systems, as well as maintaining skills in master control, and production studio. The primary responsibility is to direct video, run audio, operate camera robotics and other production duties as assigned.

Essential Functions:

1. Provide for efficient operation of the access studio and local government access channel.
2. Prepare programs and maintain a database including government meetings for playback and on-demand streaming.
3. Produce and direct studio productions.
4. Record high-quality digital media files for television rebroadcast while simultaneously creating files optimized for Internet video-on-demand streaming.
5. Monitor signals and video streams during video production.
6. Assist with coordination of video production of the local government access channel.
7. Process all audio and video files.

Other Functions:

1. Assist Councilors, Commissioners, and other governmental agency personnel with microphones and additional meeting set-up as required.
2. Provide technical support and guidance to staff and volunteers.
3. Trained in various audio video components and production equipment.

Note: The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Qualifications and Competencies:

1. Must have the ability to interact with both public and governmental agency and government agency personnel in a friendly and professional manner.
2. A valid state of Connecticut driver's license.
3. Basic computer skills in Microsoft Office, Google Docs, FTP work flow and other computer operated information systems as needed.
4. Good written and verbal communication skills with the ability to follow written and verbal instructions.

5. Ambitious self-starter who is reliable and responsible.
6. Ability to work independently and make sound decisions.
7. Ability to work unsupervised to provide hands-on support, guidance and troubleshooting.
8. Flexibility in availability, including night shifts, weekends, and holidays if necessary.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to perform continuous bending, twisting, stooping, reaching and lifting of moderate to heavy weight material up to 50 lbs.
2. Is required to have the dexterity to operate and control tools and equipment required within the essential functions. Including the use of hands to handle, feel or operate objects, tools or controls; and reach with hands and arms;
3. Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus;
4. Able to sit for prolonged periods of time;
5. Able to perform in a work environment that is quiet to noisy depending on the task or equipment being used.
6. Must be able to hear normal sounds with background noise, distinguish voice patterns and communicate clearly with speech as in using a telephone or providing group training.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.