

City of San José

VIDEO UNIT SUPERVISOR (8027)CLASS PURPOSE

Under direction, supervises the Police Department Video Unit which is responsible for the production of training and informational videos, public service announcements, and video documentation of events. Monitors the quality of production so that clients' needs are met. Performs other related work as required.

TYPICAL DUTIES AND RESULTS (The position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Directs and manages the operation and activities of the Video Unit to produce training and informational videos, public service announcements for broadcast, press conferences for major events, speakers and classes videos by request, surveillance and raids videos by request, special events and conferences, and weekly briefing shows.
- Meets with clients in need of video services to clarify their needs, and makes decisions to prioritize projects.
- Discusses and enters in contracts or agreement with outside agencies on issues relating to production, copyright, and distribution of videos.
- Oversees the planning, organizing, scripting, recording, editing, duplication, and distribution of Police Department's television and video programs.
- Prepares and maintains the Video Unit budget, and production database, and monitors and controls expenses, training, materials, and equipment.
- Assumes overall responsibility for proper usage and maintenance of equipment. Evaluates and recommends new equipment for purchase or lease in accordance with City purchasing policies.
- Directs and evaluates the training process of unit staff, complies with ongoing state and federal mandated training of employees.
- Coordinates the recruitment, hiring, processing, and orientation of new personnel.
- Represents the Police Department at P.O.S.T. (California State Commission on Peace Officer Standards and Training) Video Producers Committee meetings and other committees dealing with television production and services. Attends staff meetings and other video-related meetings.
- Supervises, assigns, and evaluates Video Unit personnel.

TYPICAL END RESULTS INCLUDE

Ensuring that the Department's mission and goals are met. Ensuring the quality production of videos to meet client's needs and expectations. Ensuring the proper maintenance of equipment and continual training of staff to keep the quality of video production at a high level.

DISTINGUISHING CHARACTERISTICS

This single position class has the responsibility for directing all personnel assigned to the Video Production Unit and reports to the Police Lieutenant in charge of training in the Bureau of Administration. The position is responsible for leading a small group of creative people to produce quality television and video programs consistent with the Police Department policy and industry standards.

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QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of the uses of media as an aid in training.
- Knowledge of maintenance and operation of audio-visual equipment.
- Knowledge of budget and accounting principles.
- Knowledge of media production processes, including script writing, directing, camera work, lighting, audio mixing, graphics art, video or tape editing, and some electronics.
- Knowledge of supervision and supervisory principles.
- Ability to work well with all levels of employees and management.
- Ability to plan, write, present, and produce media/training programs or activities.
- Ability to prepare reports and analyses as assigned.
- Ability to supervise and direct the work of others.
- Ability to prepare and maintain a budget for the Video Unit.
- Ability to work in a flexible schedule, with occasional assignments after hours and on weekends.
- Ability to communicate effectively both orally and in writing.
- Ability to carry video equipment weighing approximately 20 lbs. for extended period of time.
- Ability to represent the Police Department at all internal or external meetings dealing with television or video production and services.

Competency Knowledge, Skills, and Abilities

- Knowledge of City and Police Departmental procedures and guidelines.
- Ability to critically evaluate personnel and program effectiveness, and to recommend improvements where needed.
- Ability to prepare and revise Police Departmental policies and procedures manuals directly related to Video Production Unit.
- Ability to establish and maintain effective working relationships with the media, the public, and other employees.
- Ability to develop innovative, practical approaches to unique problems in responding to the training or public information needs of the department.
- Ability to plan and implement a department training, staff development, or public relations/education program.

Education

A Bachelor of Art or Science degree from an accredited college or university in Television, Film, Broadcasting, Fine Arts, or a closely related field.

Experience

Five years of full-time video production experience, with at least three years as a producer/director, preferably in an equivalent television and video production facility. Recent experience as a first-line supervisor in a small, but creative environment is desirable.

Acceptable Substitution

None.

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Licenses/Certificates

Possession of a valid California driver's license.

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