

**Village of Frankfort
Job Description**

POSITION TITLE: Part-time Camera Operator/Editor

Department: Administration
Classification: Non-Exempt
Immediate Supervisor: Assistant Village Administrator

JOB SUMMARY

This a part-time non-exempt position that reports to the Assistant Village Administrator. This position assists full time staff with the FCTV Channel 6 cable access league to provide community television in a timely manner to the Frankfort channel 6 viewing area. Portray a positive and professional image to the public, business organizations, and governmental agencies through cable programming. Work with other staff to ensure that all Village sponsored events are presented in a professional manner. Handle special projects as assigned by the Cable Technician, Village Administrator and/or Village Board.

Essential Duties and Responsibilities:

The primary responsibilities of this position include but are not limited to the following:

- Assists full-time staff with the production and airing of:
 - i. Village Board Meeting
 - ii. Local community events
 - iii. “Other programming as deemed necessary and appropriate.
- Operates studio and production equipment necessary for production of cable programs;
- Keeps studio, camera equipment, microphones, headphones, tripods, cables, cords, tapes, decks and other equipment organized.
- Utilizes editing suite.
- Acts as the liaison for channel six as necessary to other local communities and their community television departments.

Minimum Education and Experience Requirements:

High School Diploma or GED required. One year of related experience or any combination of education, training and experience, that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Furthermore, this position requires the following:

- Requires possession of an Illinois motor vehicle operator’s license;
- Working knowledge of Microsoft Office products including Word and Excel;
- Working knowledge of Adobe Acrobat;
- Working knowledge of television broadcast production and editing software;
- Working knowledge of the equipment, facilities, operations and techniques used in the production of local television programming.

- Ability to effectively assist in the production and presentation of local television programming;
- Ability to use various television equipment including: video camera, audio mix console, camera, tripods, video switch unit, video tape recorders, television receivers and transceivers, and personal computer;
- Ability to establish and maintain effective working relationships with employees, supervisors, volunteers, participants and the general public;
- Ability to communicate effectively orally;
- Graphic Design and desktop publishing knowledge;
- Ability to obtain necessary certifications to complete job responsibilities;
- Must maintain a calm, discrete approach to daily issues;
- Solve all problems within an acceptable time frame;
- Strong communication skills, organizational and interpersonal skills as well as confidence to step forward and make decisions;
- Keep an upbeat and positive attitude to everyday issues.

Work Environment/Physical Demands:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to review and produce written and electronic documents.

The employee must occasionally lift and/or move items of light or medium weight up to 25 lbs. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee is frequently required to travel to other locations within and outside the Village, to feel by use of hands and fingers. The employee is regularly required to stand and walk. The employee is frequently required to attend meetings and make public presentations.

While generally performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet, but can become loud in field situations. The employee occasionally works in other areas of the Village and may be exposed to adverse weather conditions, fumes, airborne particles, or other environmental situations.

Physical Activities:

Individual must be able to perform the following physical activities with reasonable accommodation:

Physical Activity	Not Required	Required	Occasional (less than 2.5 hours per day)	Frequently (more than 2.5 hours but less than 5 hours per day)	Continuous (more than 5 hours per day)
Climbing		X	X		
Balancing		X	X		
Stooping		X	X		
Kneeling		X	X		
Crouching		X	X		
Crawling		X	X		
Reaching		X		X	
Standing		X			X
Walking		X			X
Sitting		X			X
Pushing 50 lbs.		X	X		
Pulling 50 lbs.		X	X		
Lifting 25 lbs.		X	X		
Carrying 25 lbs.		X	X		
Grasping		X		X	
Feeling		X	X		
Talking		X			X
Driving		X		X	
Hearing/Listening		X			X
Seeing/Observing		X			X
Repetitive Motions		X	X		
Typing		X			X
Working at Computer		X			X
Using Vibrating Tools	X				
Using Power or Hand Tools	X				
Using Heavy Equipment	X				

Interaction with other Departments/Staff:

This position must interact and openly communicate with all staff on a regular basis.