

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Administration
Information Technology Office
Classified, GRADE 10
40-hour week

MEDIA SYSTEMS COORDINATOR

GENERAL STATEMENT OF DUTIES: Serves as coordinator of various media and information sharing systems installed in the County Complex; performs other duties as assigned.

DISTINGUISHING FEATURES OF THE CLASS: Coordinates all media systems for dissemination of information through video, audio or web casting equipment; updates County website and assist departments/offices with updates and maintenance of individual web pages; plans and arranges assigned tasks; and assist in the formulation and implementation of County guidelines related to media and web services. General direction may frequently be provided by Technology Administrator.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Operates and maintains installed digital cameras, audio systems and electronic media in the Complex;

Manages web-casting and streaming video content for the Internet and installed plasma screens, remote viewing locations, etc.;

Operates and maintains installed digital, audio and computer systems for the Caucus Room & Conference Center.

Operates the Audio Control Center for all County support functions;

Conceptualizes, designs and creates digital video graphics and animations for broadcast, web, and other projects, including linear and non-linear editing;

Coordinate, produce, record, and edit video programming of high technical and artistic video programs of County and other meetings and promotions;

Recommend acquisition and maintenance and inventory of video, audio, and media supplies and equipment;

Provide input to supervisor in budget preparation;

Prepare media equipment and services bid specifications and ensure that bids meet specifications;

Develop, review and propose County website enhancements;
Coordinate and maintain County website information and appeal;
Interface with department managers and their staff, other institutions and agencies, and the private sector involved in related projects;
Attend various meetings and insure proper operation of equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to work independently under general supervision; ability to communicate complex ideas and concepts in written form; ability and willingness to deal confidentially with sensitive material; ability to develop cooperative relationships with and provide assistance to department heads and supervisors; good knowledge of web casting and website development; working knowledge of various video and audio equipment; personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelors degree from an accredited four-year college or university in journalism, media services, or related field with one to three years of related experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

Employee Acknowledgment

Est. 07/01/04

Rev. 07/01/07