

KENT COUNTY POSITION DESCRIPTION

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

Department of Administration
Information Technology Office
Classified, GRADE 11
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: Positions in this class are responsible for coordinating 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 be provided by Information Technology Director.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work requires crawling, reaching, pushing, fingering, grasping, handling, and repetitive motions; voice communications is required for expression or exchanging ideals by means of spoken work levels, and to receive detailed information through oral communications and/or to make fine distinction in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of a measuring devices, determining the accuracy and thoroughness of work, observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Operate and maintain installed digital cameras, audio systems and electronic media;
Manage web-casting and streaming video content for Internet, public display screens, remote viewing locations, etc.;

Operate and maintain meeting room digital, audio and computer systems;
Operate the Audio Control Center for all County support functions;
Conceptualize, design and create 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;
Conceptualize design, 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 EDUCATION: Bachelor's 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. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required. Required to work evenings and weekends to accommodate meeting/event schedules.

Employee Acknowledgement

Eff. 10/01/07

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