

Title: Media Support Coordinator
Department: Administration
Division/Office: Information Technology Office



Grade 2119; Hourly position; Category: Classified; Job Code: MESY; Rev.:07/01/2021

General Description

The purpose of this position is to operate, procure and maintain the County's audiovisual systems and advise management on audiovisual technology.

This position works independently, under limited supervision, reporting major activities through regular meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Coordinates, produces, records, and edits video programming of high technical and artistic video programs of County and other meetings and promotions.
- Operates and maintains meeting room digital, audio and computer systems.
- Operates the Audio Control Center for all County support functions.
- Recommends acquisition and maintenance and inventory of video, audio, and media supplies and equipment.
- Provides input to supervisor in budget preparation.
- Prepares media equipment and services bid specifications and ensure that bids meet specifications.
- Conceptualizes, designs, reviews and proposes County website enhancements.
- Coordinates and maintains County website information and appeal.
- Interfaces with department managers and their staff, other institutions and agencies, and the private sector involved in related projects.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires Bachelor's degree in journalism, media services or related field supplemented by four (4) years of experience in audio-visual production, to include the use of editing tools software, broadcasting equipment and master control, photography, journalism, or public relations or an equivalent combination of education, training and experience.

Additional Requirements:

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.

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.

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Americans with Disabilities Act 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 ideas 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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; 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 subject to inside environmental conditions, and atmospheric conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement