

966011/2/09

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: COMMUNICATION TECHNICIAN**

**DEFINITION**

Under general direction, to coordinate departmental communications activities; to coordinate production services related to both taped and live telecasts; to operate video cameras, edit videotape and perform related production functions; to write narrative copy for productions and provide other writing services as needed; and to do related work as required.

**REPORTS TO:** Varies

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from high level management.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Coordinate departmental communications including acquisition, maintenance and repair activities for radios, pagers, cell phones and related equipment; inspect new equipment for compliance with specifications; follow-up with vendors; and maintain records on equipment.
- Assist in the administration of the departmental communications budget and service contracts; ; procure needed equipment at the lowest reasonable cost to the City.
- Coordinate production services related to both taped and live telecasts, video programs and training films.
- Set up, operate and maintain studio, production facilities and field production elements and equipment including scheduling and staffing, television cameras, video records, microphones, lights and graphic equipment.
- Direct program production from original concept to completed project.
- Maintain audio visual recordings in accordance with Assembly Bill 839.
- Assist with special events and ensure proper public awareness of City programs through video documentation.
- Train and supervise part-time staff members and/or volunteers needed for live presentations.
- Design and produce identification cards for departmental personnel and USAR.
- Research, recommend and implement new equipment and technologies.
- Create videos and training materials for the City of Riverside.
- Assist with Emergency Operations Center (EOC) set up and operation.
- Perform other duties as assigned or required.

## QUALIFICATIONS

### Knowledge of:

- All phases of television production, including live and taped cable-casting.
- Technologies and advances in both analog and digital video formats.
- Videotape editing, including single and multi-source.
- Electronics of sound equipment including sound consoles, tape records, amplifiers, video monitors and related sound equipment.
- Audio equipment and television program creation, development and production.
- Methods and procedures used in the operation of sound equipment.
- Maintenance and troubleshooting for all assigned equipment.

### Ability to:

- Plan, direct, script, edit, and produce live and taped video documentation.
- Train, direct, and supervise part-time and volunteer staff to complete any and all video projects.
- Work flexible hours, week-ends and holidays to document various civic events.
- Operate sophisticated television equipment including cameras, lights, video recorders, microphones and graphic equipment.
- Prepare reports and communicate effectively, both orally and in writing.
- Maintain effective working relationships with supervisors, fellow employees and the public.
- Operate personal computers and related software.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities disqualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of an Associate Degree (60 semester units) from an accredited college or university in communications, journalism, television production or a closely related field. Additional qualifying experience may be substituted for the educational requirement on a year-for-year basis.

Experience: Two years of experience in professional telecommunications including one year of experience with audio-visual support.

**MEDICAL CATEGORY:** Group 1

### NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid California Class C Motor Vehicle Operator's License.

### CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Communication Technician

**TO:** Senior Communication Technician