# ORDINANCE NO. 187-14

**AN ORDINANCE AMENDING SECTIONS 31.02 (B) (9), 31.05, AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE CABLE TV DEPARTMENT AND ACCEPTING THE REVISED JOB DESCRIPTION OF CABLE TV PRODUCTION ASSISTANT, AND DECLARING AN EMERGENCY.**

**WHEREAS:** Section 31.02 (B) (9) of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows relative to the Cable TV Department:

| (9) | **CABLE TV** | Hourly Rate |
|---|---|---|
| 1 | Cable TV Production Assistant | **Pay Grade 54A** |

(Ord. 134-11)

**WHEREAS:** Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows relative to the Cable TV Department:

**CABLE TV**

| Number | Classification | Steps Authorized |
|---|---|---|
| 1 | Cable TV Executive Director/General Manager | 16 A-F |
| 1 | Cable TV Operations Director | 12 A-F |
| **1** | **Cable TV Production Assistant (part-time)** | **Sec. 31.02(B)(8)** |
| 1 | Assist. Producer/Technical Operations Director * | 3 A-F |

Note: All Cable TV positions are appointed by and under the direction of the ACCESS Commission.
*Jointly funded position with Medina City Schools. See agreement authorized by Ord. 246-06.
Ord. 54-04, 246-06

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:**

**SEC. 1:** That Section 31.02 (B) (9) of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read in part as follows relative to the Cable TV Department, Cable TV Production Assistant position:

| (9) | **CABLE TV** | Hourly Rate |
|---|---|---|
| 1 | Cable TV Production Assistant* | **Pay Grade ~~54A~~ 51A** |

*** The position of Production Assistant may be filled by more than one person not to exceed twenty-nine (29) hours per week combined.**

(Ord. 134-11, **Ord. 187-14**)

**SEC. 2:** That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read in part as follows relative to the Cable TV Department, Cable TV Production Assistant position:

**CABLE TV**

| Number | Classification | Steps Authorized |
|---|---|---|
| 1 | Cable TV Executive Director/General Manager | 16 A-F |
| 1 | Cable TV Operations Director | 12 A-F |
| **1** | **Cable TV Production Assistant (part-time)**** | **Sec. 31.02(B)(9)** |
| 1 | Assist. Producer/Technical Operations Director * | 3 A-F |

Note: All Cable TV positions are appointed by and under the direction of the ACCESS Commission.
*Jointly funded position with Medina City Schools. See agreement authorized by Ord. 246-06.
****The position of Production Assistant may be filled by more than one person not to exceed twenty-nine (29) hours per week combined.**
Ord. 54-04, 246-06, **187-14**

**SEC. 3:** That the job description for Cable TV Production Assistant is hereby accepted and approved.

**SEC. 4:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

**SEC. 5:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason the department is currently short-handed; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

**PASSED:** November 24, 2014

**SIGNED:** John M. Coyne, III
**President of Council**

**ATTEST:** Kathy Patton
**Clerk of Council**

**APPROVED:** November 25, 2014

**SIGNED:** Dennis Hanwell
**Mayor**

PROPOSED

Ord. 187-14

# THE CITY OF MEDINA
# JOB DESCRIPTION

**TITLE:** Cable TV Production Assistant

**REPORTS TO:** Executive Director/General Manager

**DEPARTMENT/DIVISION:** Cable

**CIVIL SERVICES STATUS:** Unclassified

**JOB STATUS:** Part-time

**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** The individual in this classification performs a variety of pre-production, production and post-production duties under the direct supervision of the Cable TV Executive Director/General Manager. This position will require the ability to follow through a production project, from inception to completion, with little or no additional training. The position will require the ability to assist in the supervision of volunteers in production situations.

**ESSENTIAL JOB FUNCTIONS:**

Record, in the field, program segments for Medina TV programming,

Edit recorded materials into complete programs,

Serves as on-camera talent for programming,

Assist in all aspects of studio and remote production,

Create graphics for production and the bulletin board.

Maintains regular and consistent attendance.

Assists in developing website for television services and explores avenues for use of Internet.

**EDUCATION, TRAINING AND EXPERIENCE:**

Documented hours of hands-on experience with broadcast equipment or other experience deemed appropriate by the Cable TV Executive Director/General Manager.

Some experience in public speaking.

Experience in lighting for studio and remote locations.

License: If expected to drive off-site, a valid driver's license issued by the State of Ohio is required and must remain insurable under the City of Medina's vehicle insurance plan.

## QUALIFICATIONS:

**Knowledge of:**

- General knowledge and understanding of the aesthetics of television;
- The City of Medina ACCESS philosophy;
- Field production techniques and principles;
- Operation of basic cable and public access channels; and
- Video switchers and audio mixers.

**Skilled in:**

- Handling a wide range of professional video equipment;
- Operating a variety of professional video production equipment, including video cameras, video switching equipment, lighting equipment, microphones and audio control devices, editing systems, computer graphic systems and other related peripherals;
- Videotape editing and equipment operation;
- Computer graphics operation, and implementation.
- Communicating effectively in writing or orally with co-workers, supervisors and the general public, including public speaking ability.

**Ability to:**

- Work independently and supervise the work of others;
- Maintain good taste and judgment in all production activities;
- Work in a cooperative and encouraging manner with community members, the City and school employees and students; and
- Understand and follow complex oral and written instructions.
- Operate various camera systems and non-linear editing systems.
- Design sets and lighting for various field and studio shoots.
- Direct or produce remote productions.
- Edit and assemble programs from written and verbal instructions.
- Write for the visual media.

**PHYSICAL DEMANDS:**

This position requires the employee to spend a large part of each working day standing, walking, transporting and handling video equipment. Strength and agility sufficient to lift and maneuver video equipment and television design sets.

**ENVIRONMENTAL ELEMENTS:**

This position works mostly indoors but at times works outside in various weather conditions.

**WORKING CONDITIONS:**

May be required to work outside normal business hours including weekends, evenings and holidays.

**EQUIPMENT USED:**

Various camera systems and non-linear editing systems, video switchers, audio mixers and lighting.

**ADDITIONAL REQUIREMENTS:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____