

## ORDINANCE NO. 101-17

**AN ORDINANCE AMENDING SECTIONS 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 JOB DESCRIPTION OF ASSISTANT PRODUCER/TECHNICAL OPERATIONS DIRECTOR.**

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

<b>CABLE TV</b>		
<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Cable TV Executive Director/General Manager	16 A-F
1	Cable TV Operations Director	12 A-F
1	Cable TV Production Assistant (parttime)**	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

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

**SEC. 1:** That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio pertaining to the Cable TV Department shall be amended to read as follows:

<b>CABLE TV</b>		
<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
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)
<b>1</b>	<b>Assist. Producer/Technical Operations Director *</b>	<del>3 A-F</del> <b>8 A-F</b>

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, **101-17**

**SEC. 2:** That in accordance with Section 31.07, the job description for Assistant Producer/Technical Operations Director is hereby accepted and approved.

**SEC. 3:** That this position is jointly funded with the Medina City Schools, therefore, this change is contingent upon Medina City School Board approval.

**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 in full force and effect at the earliest period allowed by law.

**PASSED:** June 26, 2017

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

**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** June 27, 2017

**SIGNED:** Dennis Hanwell  
Mayor

**THE CITY OF MEDINA  
JOB DESCRIPTION**

NEW IV-805  
ORD. 101-17

**TITLE:** Assistant Producer/Technical Operations Director  
**REPORTS TO:** Cable TV Executive Director/General Manager  
**DEPARTMENT/DIVISION:** Cable  
**CIVIL SERVICES STATUS:** Classified  
**JOB STATUS:** Full-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. The position requires the ability to accept a production project from inception to completion with no additional training or guidance, as well as the ability to assist in the supervision and training of volunteers in production situations. The individual will also oversee and manage the usage of the Medina Performing Arts Center (PAC) in all technical aspects and operating conditions for school, community and professional events that take place at PAC.

**ESSENTIAL JOB FUNCTIONS:**

Works with City, school, county and community representatives to ensure appropriate and useful information for the Community Television Services.

Creates and develops set or scene designs for productions.

Handles production of studio and remote location tapings for broadcast on Medina Cable Access.

Edits Public Service Announcements, promotions and programs for broadcast.

Develops relationships with various departments and agencies for programming on television channels.

Acts as liaison among the City, schools and community.

Promotes the development, delivery and growth of Access television in Medina.

Maintains the electronic bulletin boards as well as the Emergency Alert System.

Maintains and updates box office computer system.

Ensures the efficient operation of the PAC and related functions.

Maintains regular and consistent attendance.

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

**Updates and uses Social Media to promote both the PAC and Medina TV.**

**Informs residents of news and information using Social Media and various websites.**

Works in conjunction with the local cable company to ensure the best product for viewers (i.e., live feeds, emergency announcements and satellite and program feeds).

Maintains wiring and equipment installation at facility and remote locations.

Manages all equipment owned and operated by PAC.

**Works with maintenance and custodial of MCS to keep the PAC operating at its fullest potential.**

Makes recommendations pertaining to the purchasing of equipment for PAC.

**Supervises all technical support staff at the PAC.**

**Schedules and assigns technical support staff to events in the PAC and Middle Stage.**

**Contacts Renters of the PAC to ensure technical needs are met for their rental.**

Responsible for training and certifying technical support staff with facility operations.

**Serves as Operations Director when working in the PAC.**

Ensures that the policies and procedures of PAC are followed at all times.

Recruits and trains volunteer and student producers and production personnel.

Oversees facility management in the absence of the PAC office manager.

**Must work hand in hand with information technology to meet the needs of renters of the PAC and Middle Stage.**

**Is the emergency person on-call for all Performing Arts events unless otherwise noted.**

Works with the local news outlets to provide information to the media that will assist in program design and production.

Attends meetings of the Advisory Commission on Communication Enhancement Support Services (ACCESS) Committee to provide input at meetings relative to the operation of the production facilities.

#### **EDUCATION, TRAINING AND EXPERIENCE:**

Possession of a Bachelor's degree or equivalent from a four-year college or university.

Five to ten years experience in theater technology.

Experience as a producer of broadcast, independent or public access programming with an understanding of the potential of community utilization of cable television.

Experience in theater production.

Some supervisor or teaching experience and experience in public speaking as well as experience in lighting for studio and remote locations.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Cable television industry and the City of Medina ACCESS philosophy; and
- Field production techniques and principles.

### **Skilled in:**

- Working in a cooperative and encouraging manner with community members, City school employees and students;
- Representing the City, school system and community in a favorable light;
- Operating a variety of theatre equipment including a DMX lighting control console, lighting instruments, sound control console, audio processing equipment, wireless microphones, acoustic concert shell, fly system and computerized box office software; and
- 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.

### **Ability to:**

- Maintain good taste and judgment in all production activities;
- Update and maintain websites;
- Handle a wide range of professional video equipment;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Operation of basic cable and public access channels; and
- Understand and follow oral and written instructions.

## **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. This position requires the employee to spend a large part of each working day standing and walking and transporting and handling equipment up to 100 pounds and the ability to push and pull equipment up to 500 pounds. This position involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

**ENVIRONMENTAL ELEMENTS:**

The majority of the time is spent working indoors but at times the work performed may involve working outside in various weather conditions. The position includes a high incidence of interaction with school and City employees, students and citizens.

**WORKING CONDITIONS:**

This position requires working various hours including weekends. May be required to work outside normal business hours including weekends, evenings and holidays.

**EQUIPMENT USED:**

**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: \_\_\_\_\_