

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

LIVE PRODUCTIONS MANAGER

Department: Information Technology
Pay Grade: 112
FLSA Status: Exempt
Job Class: 2305
Risk Code: 8810

JOB SUMMARY

This is a high paced position which manages the Live Production team, which is responsible for the live audio-visual productions for the Marion County Board of County Commissioners. These productions include, but are not limited to, all meetings in the Commissioner's auditorium that requires streaming or recording, off site meetings at the Commission's request, and other special events.

ESSENTIAL JOB FUNCTIONS

- Leads and manages the Live Productions Team, ensuring a high standard with streaming.
- Establishes and implements individual and team priorities, performance goals, and objectives to ensure completion of responsibility for his/her assigned area(s) of responsibility.
- Provides training and development opportunities for team members to aid in the development of talent.
- Supervises personnel, conducts performance evaluations, and recommends promotions and discipline, as well as hiring decisions.
- Sets up, operates, maintains, and repairs equipment (e.g., advanced sound equipment, professional grade video technology, and stage lighting) used to perform streaming of live County Commission meetings and other events at various venues.
- Conducts training and technical assistance with other County Departments.
- Develops and maintains new procedures, policies and documentation to improve the efficiency of live streaming events.
- Serves as the lead technical resource for audio-visual related projects.
- Monitors project progress by tracking activity, resolving problems, publishing progress reports, and recommending actions.
- Evaluates and designs existing or proposed A/V systems to meet the operational requirements of County departments.

- Performs research in obtaining price quotes for regularly required and special project items. Evaluates cost impacts of necessary materials, parts, and supplies.
- May be required to work outside normal business hours, participate in an on-call rotation, have the ability to perform work remotely, respond to emergencies on a 24/7 basis, and carry a mobile phone
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is direct supervision over a relatively small number of employees and indirect supervision of a small size staff who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Associate's Degree in Information Technology, Computer Science, video productions, or related field; and five (5) years' experience in advanced multimedia technologies and livestreaming productions; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment. Must successfully pass a Criminal Justice Information Services (CJIS) background check and maintain a current CJIS Level 4 Security Awareness Certification. These requirements exist at the time of hire and as a condition of continued employment

May be required to acquire and maintain professional certification(s) related to the technology and applications used by the organization.

KNOWLEDGE, SKILLS AND ABILITIES

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedure, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to deal with a variety of abstract and concrete variables.
- Ability to work with mathematical concepts such as probability and statistical inference.

Problem-Solving Ability

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to interpret complex and detailed technical data.
- Ability to participate in development of policy, programs, plans, or procedures.
- Ability to explain records and procedures to others as lead worker.
- Comprehensive knowledge of ADA electronic document standards.

Specialized Skills and Abilities

- Comprehensive knowledge of visual and audio equipment.
- Ability to work with limited supervision.
- Ability to plan, schedule, coordinate, and review the work of subordinate technicians.
- Ability to communicate effectively and tactfully with department officials and other administrative personnel.
- Ability to organize material, analyze information, and develop recommendations.
- Ability to plan and prioritize work and meet multiple deadlines.
- Ability to remain calm in stressful situations.
- Ability to take a team approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally as a team lift, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee is regularly required to walk, talk, see and hear. The employee is occasionally required to stand and frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms. Some movements of the hands, arms and wrists may involve repetitive motion. Specific vision abilities required by this include close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Work is performed primarily in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, and vibration; and will frequently be exposed to moving mechanical parts and risk of electrical shock.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.