



Office of Human Resources
Television Programmer - CA2606
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General Statement of Duties

Performs full performance, professional level work for Denver 8 by coordinating the preparation, scheduling, and delivery of television programming and coordinating the acquisition of television programs and promotional announcements.

Distinguishing Characteristics

Television Programmer is distinguished from the Television Engineer, which performs professional level work setting up, operating, and maintaining the electronic equipment used to record and transmit a television program. In addition, the Television Programmer is distinguished from the Television & Video Production Support Technician, which level production support work by setting up studio and locations for video production and operating and maintaining television equipment. Next, the Television Programmer is distinguished from the Television & Video Producer, which performs professional level work planning, producing, and coordinating studio, remote, field, live, and recorded productions. Finally, the Television Programmer is distinguished from the Television & Video Director/Editor, which performs professional level work planning, directing, and editing studio, remote, field, live, and recorded productions.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Oversees operation of multiple-channel, automated master control systems, including the digital program asset management database.

Records programming from satellite or other sources; monitors technical quality of all programming assets and material.

Previews and prepares approved media for air including insertion of promotional and interstitial material; organizes and prepares programming and promotional media for use on programming assets.

Prepares regular daily, weekly, and monthly accurate cablecast schedules that support agency television programming initiatives and may be required to determine and adjust the schedule.

Researches programming sources and works with agency communications director to acquire and/or help develop programs that serve city administration and agencies' customer service goals.

Coordinates on-air delivery of agency television promotional activities.

Prepares program guides, on-screen promotional graphics and formats, and programming operational reports.

Advises management on program acquisition budget and licensing agreements.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Knowledge & Skills

Knowledge of media production, communication, and dissemination techniques and methods.

Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Knowledge of program promotion sufficient to be able to coordinate activities.

Skill in operating television master control equipment and dubbing machines.

Education Requirement

Bachelor's Degree in Communications, Public Relations, Television Production, Business, Engineering, Computer Science, or a related field.

Experience Requirement

Two (2) years of experience in any basic component of television production, including experience in program preparation and automated playback for a full video cable or broadcast television station.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to hazards from electrical, mechanical, and/or power equipment.
Handles emergency or crisis situations.
Possible night and weekend work.
Work is primarily performed in an office setting and frequently at other locations for meetings.
Subject to traffic, roadways, and pedestrians.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Feeling: perceiving attributes of objects by means of skin receptors.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive Motions: making frequent movements with a part of the body.
Eye/Hand/Foot Coordination: performing work through using two or more.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Color Vision: ability to distinguish and identify different colors.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check
Employment Verification
Education Check
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-811

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: