



The City Beautiful

City of Coral Gables Job Description

Job Title: Part-Time On-Camera Talent/Reporter/Editor **Prepared Date:** 05/2015
Department: City Manager's Office **Approved By:** HR/CM
Classification: Part-time
Pay grade: \$13.38/ Hour
FLSA: Non-Exempt



Summary

Under the general direction of the Public Affairs Manager, the On-Camera Talent/Reporter/Editor is responsible for on-camera reporting work for the City's government access cable television station, as well as producing and editing new shows from conception through airing.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Performs as on-air talent reporting on events, ribbon cutting ceremonies, and other stories as directed.

Creates, writes, produces and edits new shows for Coral Gables Television.

Creates graphics and animations. Writes scripts. Edits video.

May be required to operate equipment including video cameras and editing equipment and perform duties including studio set-up, video duplication, and field production.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of technical practices, tools and electronic and video equipment. Ability to communicate effectively verbally and in writing is essential. Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public. Ability to make decisions under pressure. Must be a self-starter and able to work fast, juggle multiple projects and work under pressure and tight deadlines. Available to work between 20-31 hours per week.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Work is performed indoors and

outdoors within a usually quiet to moderately noisy environment. May be exposed to extreme climate and weather. Must be able to lift, carry and or push articles weighing up to 30 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's Degree in Journalism, Communications, Public Relations or related field plus two (2) years of related experience.

Valid Florida Driver's License