



The City Beautiful

City of Coral Gables Job Description

Job Title: Cable TV Producer/Editor **Prepared Date:** 05/2015
Department: City Manager's Office **Prepared By:** HR/CM
Classification: Part-Time
Pay grade: \$13.39/Hour
FLSA: Non-Exempt

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Summary

Under the general direction of the Public Affairs Manager, the Producer/Editor is responsible to produce and edit new shows for Coral Gables Television 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.

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

Creates graphics animations.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of technical practices, tools and electronic 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 predominately indoors within a usually quiet to moderately noisy environment. 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