

PRODUCER-DIRECTOR

NATURE OF WORK IN THIS CLASS:

This is complex technical work involved in developing, producing and directing a variety of educational, informational, or cultural television programs.

Employees in this class are responsible for the selection of scripts, financial control, and other overall problems of production. Work also involves coordinating the work of personnel involved in the production of television programs and consulting with faculty and other instructional staff during actual production of education programs.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans and supervises those television programs assigned thereto.

Schedules and conducts rehearsals, coordinating the efforts of all people involved in the show to produce effective results.

Acts as a link between the station and schools, churches, and civic and charitable institutions.

Selects appropriate production components from an artistic as well as a technical standpoint.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of television production work.

Ability to bring together all the elements necessary in the production of programs of value to the community.

Ability to coordinate the efforts of both production and engineering staffs.

Ability to select appropriate production components from an artistic as well as a technical standpoint.

Ability to work with others in planning and developing programs or series.

Ability to adequately script a program if necessary.

Ability to work effectively with the public and employees.

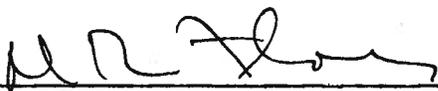
Ability to communicate effectively orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two years of responsible experience in television production and graduation from a recognized college or university with a Bachelor of Arts degree; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980

PAY RANGE: 27



DAVID R. FLORES
Executive Director,
Civil Service Commission