

TELEVISION PROGRAM COORDINATOR

NATURE OF WORK IN THIS CLASS:

This is complex technical work which involves the daily scheduling of television programs and the writing and/or editing of scripts and spot announcements.

Employees in this class perform the full range of complex technical duties including independent work in specialized areas.

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.)

Prepares daily program logs, scripts and spot announcements, including station network programs and spot announcement along with their sequences and length.

Distributes program logs and scripts to programming, production and engineering personnel.

Consults with station personnel in developing schedules.

Collects, distributes and transcribes audio and video tapes for programs.

Participates in the preparation of the monthly program guide and weekly newspaper and other promotional material.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to plan the precise use of video tape, film slides, stills, etc., with on-going copy, accounting for each second of the time.

Ability to plan programs in advance.

Ability to write and edit television scripts.

Ability to digest material as demanded by television format.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two years of progressively responsible work experience involving writing and editing work activities; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980

PAY RANGE: 16



DAVID R. FLORES
Executive Director,
Civil Service Commission