

TOWN OF LITCHFIELD

LCTV Manager Job Description

Department:

Cable Department

Position Title:

LCTV Manager

Job Summary:

Position performs highly responsible administrative, supervisory and technical work in the operation of the Litchfield public, education and government (PEG) access cable television operation.

Salary:

Grade 2 - Personnel Policy (Appendix A)

Work Schedule:

This is a part-time position that generally works 8 to 10 hours per week. Work schedule is flexible consisting of day, evening and weekend hours.

Supervision Received:

Reports to the Board of Selectmen and under the general guidance and direction of the Town Administrator.

Supervision Exercised:

Supervises LCTV staff and volunteers in accordance with town policies and applicable laws.

Essential Duties and Responsibilities:

- Manages the routine operations of the LCTV facility, LCTV cable services and programs and staff/volunteers.
- Monitors cable tv franchise agreement for compliance and assists the Board of Selectmen with contract renewals.
- Responsible for maintaining, troubleshooting and repairing LCTV production equipment, broadcasting equipment, software and office equipment. Purchases supplies and replacement parts as needed and evaluates and recommends major equipment upgrades and replacements.
- Monitors LCTV channels to assure proper functioning of equipment and troubleshoots broadcast problems.
- Stays informed about changing governmental regulations and emerging technologies in the cable field.

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- Assists appointed/elected boards, departments and selectmen with informational videos.
- Coordinates staff coverage for public meetings and programs.
- Prepares and manages the annual operating budget.
- Supervises and provides technical leadership and guidance to LCTV staff and volunteers by directing tasks, monitoring work, developing staff skills and evaluating work performance.
- Develops department procedures and policies.
- Performs other duties as assigned.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of current principles and practices of video production technology and applications in public access television.
- Ability to train, supervise and lead subordinate personnel.
- Knowledge of FCC guidelines, rules and regulations governing government access television.
- Ability to produce, direct, write, shoot and edit video productions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with co-workers and other employees, boards and committees, elected officials and the general public.

Minimum Education and Experience:

- Associate's degree or equivalent from a technical school in communications, video production, information technology or related field is required, Bachelor's degree is preferred; two (2) years experience working in video production, television broadcasting or at a public, education and government cable access facility is preferred or any equivalent combination of education or experience that provides the required knowledge, skills and abilities.

Tools and Equipment Used:

- Computers, remote and studio cameras, audio and video equipment, electronic tools and software programs and general office equipment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and functions of this position. Reasonable accommodations may be made to enable individuals

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with disabilities to perform the essential function.

- Employee is frequently required to talk or hear, use hands to finger, handle or operate objects, tools or controls, sit, stand, walk and reach with hands and arms.
- The employee must frequently lift and or move up to 25 pounds and occasionally lift and or move up to 50 pounds.
- Specific vision abilities required by this position include close vision, distance and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions.

- While performing the duties of this position work is generally performed in an office environment with occasional work in outside weather conditions. Noise level is usually moderate in an office setting.

Position History:

Created by Board of Selectmen June 27, 2016

LITCHFIELD BOARD OF SELECTMEN

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John R. Brunelle

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