



# Office of Human Resources

Broadband Job Description – Communication Paraprofessional Series - 7/1/2006

## Communications Paraprofessional II (0762)

**Basic Purpose/Job Function:** Responsible for duplication, editing, and assisting with the collection, storage, preservation, and dissemination of materials, or the production of educational, instructional and informational programming using video, audio and satellite production technologies.

**Examples of Titles Replaced:** Media Production Aide; Video Production Specialist

### Typical Functions May Include:

1. Duplicating audio and video tapes
2. Editing materials to meet the needs of the individual or organization requesting information
3. Working with clients on video production design and planning
4. Authorizing outgoing duplicated/edited material ensuring that high quality standards are met.
5. Assisting users of video playback facility by checking out tapes, turning on equipment, and providing assistance in changing tapes
6. Performing video and audio field production, studio production and remote production utilizing broadcast-quality video camera and videotape equipment
7. Overseeing maintenance and upkeep of equipment; authorizing the use of equipment by others
8. Contacting vendors regarding audio/video equipment and supplies
9. Recommending equipment purchases and maintains a stock of videotapes, supplies and other materials
10. Operating satellite reception equipment to record programs on video and audio tape
11. Maintaining tape library, cataloging and labeling tapes according to predetermined system
12. Securing facility and equipment when not in use
13. May act as producer/director for studio and remote productions
14. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others** Has no regular supervisory responsibility. May train others in similar positions.

**Supervision Received:** Receives specific supervision.

### Minimum Qualifications:

- **Education:** High School diploma or GED
- **Experience:** 6 - 12 months      **Type:** Communications/multimedia

**Skills:** Ability to perform basic math functions; uses creativity in presenting oral or written communication; uses correct grammatical structure, vocabulary and formats; performs record keeping operations making changes to existing records



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**Special Requirements:** May be required to bend, lift, stoop, walk and carry; may require travel; may require exposure to weather conditions; may require operating a production vehicle; regular pressure to meet deadlines

- **Licenses:** Determined by the nature of the position and/or department.
- **Certifications:** Determined by the nature of the position and/or department.



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## **Communications Paraprofessional II (0762)**

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.