

Town of West Boylston

Job Description

Position Title:	Production Assistant	Hours Worked/Week:	10-15
Department:	Local Access	Reports to:	PEG Coordinator

DEFINITION

The Operations Assistant records meetings and events and filling the schedule for the Public Access channels

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Recording events including meetings, parades, and concerts in Town
- Editing footage
- Scheduling channels
- Cleaning and organizing
- Assist with the production, directing, and editing programming
- Maintain and update Electronic Bulletin Board

SUPERVISION RECEIVED

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

SUPERVISION EXERCISED

N/A

JUDGMENT

The work is well defined or has detailed rules, instructions and procedures. Judgment involves choosing the appropriate practices, procedures, regulations or guidelines to apply in each case.

COMPLEXITY

The work consists of simple, routine or repetitive tasks and/or operations with few variations in well-known or established procedures.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contacts with the public may be required on an occasional basis.

CONFIDENTIALITY

Has no exposure to confidential information

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EDUCATION AND EXPERIENCE

High School diploma or equivalent, 1 year experience; or any equivalent combination of education, training and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Must be skilled at operating a PC and Mac operating system, and have basic camera skills. Must have experience working with editing software such as Premier and Final Cut Pro. Ability to communicate orally and in writing. Working knowledge of the English language, grammar and knowledge of basic mathematics. Ability to follow simple instructions. Must be able to communicate basic information, and work effectively from written instruction. Ability to operate basic office equipment such as telephones, calculators, fax machine, copying machines and other standard office equipment as well as production equipment.

WORK ENVIRONMENT

The majority of work is performed in an office setting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Administrative work is in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. When in the field, work requires agility and physical strength, such as moving in or about sites for stories, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects, such as camera equipment, and carrying them (up to 50 lbs.). There may be need to stretch and reach to retrieve materials.

Motor Skills

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes, using a computer, and using editing software.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.