FOOTHILL – DE ANZA COMMUNITY COLLEGE DISTRICT  
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY  

Production Operations Supervisor

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate and direct the producing, directing, and editing of programming for the District Multimedia/Television Center; supervise content development, design, and production of instructional broadcasts and web-based media projects; serve as a liaison with faculty and staff regarding design, production, and technologies of multimedia projects; train and provide work direction and supervision to assigned staff.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending on assignment, duties may include, but are not limited to the following:

1. Supervise and coordinate the production of all district educational teleclasses, district productions, and when applicable, public access programming.

2. Supervise and coordinate the technical specifications of Internet based, multimedia streaming technologies and instructional material.

3. Plan and implement the integration of emerging media technologies to support educational efforts of faculty throughout the district; oversee the development and acquisition of content resources for interactive video conferencing, internet (web) based video delivery, broadcasting services, and other related delivery methods.

4. Supervise and evaluate the performance of assigned staff; assign, direct, and schedule work; interviews and participates in selecting employees; adjust grievances; discipline and terminate personnel according to established policies and procedures.

5. Assist the Dean of Learning Technologies in the instructional planning process and in the development and implementation of the department’s strategic plan.

6. Specify and approve all production and postproduction related equipment, including software, cablecast, studio, facilities, and related equipment needs.

7. Represent the FHDA District and Television/Media Center to the general public, community groups and agencies, including city councils and commissions, and serve on appropriate College and/or District committees, as well as regional and statewide committees.

8. Negotiate and contract with vendors and contract personnel who provide video and Internet streaming production, as well as with video network construction and connectivity vendors; negotiate and contract with public users of the studio, equipment, personnel, or production services of the Television/Media Center.

9. Prepare and oversee all department budgets.

10. Develop program and funding proposals.

11. Oversee the accounting, billing, charge-backs, time cards, and record keeping related to the production of video broadcasts and web multimedia content.

12. Conduct production feasibility studies and prepare reports.
13. Provide video broadcast and Internet media technologies consultation, design, and production support to the District, faculty, staff, students, and public.

14. Design, write, and edit media materials as needed.

15. Produce and direct instructional television productions, satellite teleconferences, web-based media, and interactive videoconferences as needed.

16. Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

1. Broadcast/Cable television production requirements including FCC, copyright regulations, and insurance and legal issues.
2. Internet media streaming and production requirements and specifications.
3. Video and Internet multimedia streaming production and development, including writing, designing and editing of scripts and web scripting.
4. Instructional design and technology models, practices and procedures.
5. Current television equipment including studio, remote, port-a-pak and satellite transmission systems.
6. Marketing and public relations.
7. Accounting principles and procedures.
8. Budget preparation and control.
10. Principles and practices of supervision and training.
11. Technical aspects of field of specialty.
12. Oral and written communication skills.
13. Record-keeping techniques.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty, and staff.
2. Market and promote programming and productions.
3. Design and produce television programming to meet educational objectives.
4. Design, develop, and implement web-streaming technologies.
5. Plan, coordinate and direct support services and day-to-day activities.
6. Train, supervise and evaluate assigned personnel.
7. Monitor and control assigned budget.
8. Operate various computers, testing equipment and software, mechanical, hand, power tools, and other related equipment.
9. Maintain accurate inventory and records of equipment and software licenses.
10. Communicate effectively both orally and in writing.
11. Maintain current knowledge of technological advances in the field.
12. Meet schedules and time lines.
13. Prioritize and schedule work.

EDUCATION:
Any combination equivalent to: Bachelor's degree or equivalent in Television Telecommunications, Instructional Design, or related field, and five years progressively responsible experience in a television/telecommunications facility or production unit, one year of which was in a supervisor capacity.

WORKING CONDITIONS:
Environment:
1. Office environment.

Physical Abilities:
2. Dexterity of hands and fingers to operate a computer keyboard, video equipment, and tools.
3. Seeing to read various materials.
4. Reaching overhead, above the shoulders and horizontally.
5. Sitting or standing for extended periods of time.
6. Hearing and speaking to exchange information in person or on the telephone.

DATE APPROVED: December 2001
RANGE: 5-66
EEO-CATEGORY: H-30