

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE: Manager, Media
DEPARTMENT: Fire Department
DIVISION: Fire Administration
REPORTS TO: Fire Chief
FULL-TIME:xxx _____ PART-TIME: _____ TEMPORARY: _____

BAND/LEVEL: Prof III
JOB NO: 2290
DATE: 3/25/12
FLSA STATUS: EX
COST CENTER: 281

REPLACES: Manager, Media

DATE: 11/2007

JOB SUMMARY STATEMENT:

Responsible for the management and operation of the fire department's extensive audio/visual and media production, and broadcast facilities. Serves as the Public Information Officer, in both an emergency situation and during the normal course of department relations with the press. Gathers emergency incident video footage for fire department use.

DUTIES AND RESPONSIBILITIES:

1. Manages and operates the fire department's extensive audio/visual and media production, and broadcast facilities.
2. Serves as Public Information Officer within the Incident Management System at emergency incidents within the City of Overland Park and Johnson County, Kansas.
3. Interacts with a complex range of public and private sector officials and customers.
4. Key resource in the planning, development and growth of commercial video products for a wide range of clients and all departments of City of Overland Park.
5. Primary element in the department's goal of regular operation of a complete closed circuit television system for the Fire Department.
6. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other person or organization with whom interaction is required to accomplish work and employer goals.
7. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in journalism, communications, public relations or other related field to gain communication and marketing skills or additional equivalent experience.

Must possess a valid driver's license and maintain an insurable driving record.

EXPERIENCE:

Five years of broad-ranged video production experience, including:

Two years as a field production videographer and/or video photojournalist.

Two years in post-production and/or news editing. Including non-linear computer based editing. If proficient in linear editing skills, but has limited non-linear editing experience, must obtain within six months of hire, appropriate training to learn non-linear editing techniques, both technically and esthetically, utilizing Final Cut Pro.

Two years news operations experience (broadcast, cable, or print) as a photojournalist, reporter, new producer or

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assignment editor; or equivalent media relations experience in an advertising agency, public relations firms, and/or corporate communications department.

One year of non-linear editing experience; one year Multi-Camera production management and/or technical director experience; and experienced "Broad-Level" video engineer/technician preferred

SKILLS:

1. Excellent oral and written communication skills
2. Excellent video photographer skills
3. Working knowledge of non-linear editing equipment and operation

MENTAL REQUIREMENTS:

1. Ability to communicate effectively, orally and in writing
2. Ability to maintain records and prepare reports
3. Ability to carry out oral and written instructions
4. Ability to observe, document, and to fairly appraise the activity and performance of department personnel
5. Ability to work under distracting conditions
6. Ability to analyze safety issues
7. Ability to assess situations and respond with appropriate resources
8. Ability to carry out assignments through oral and written instructions
9. Ability to read and comprehend technical manuals
10. Sound judgment and discretion
11. Ability to satisfy customers and meet tight deadlines
12. Ability to perceive and anticipate critical aspects of emergencies for documentation

PHYSICAL REQUIREMENTS:

1. Manual dexterity
2. Ability to lift and carry 35lbs or greater
3. Ability to operate City vehicle
4. Mobility to travel to other facilities

SAFETY REQUIREMENTS:

1. Must not pose a direct threat or significant risk of substantive harm to the safety or health of himself/herself or others.
2. Must be committed to a high standard of safety and be willing and able to comply with all of the department's safety policies and rules. Must be willing to report safety violations and potential safety violations to the Fire Chief.

SPECIAL REQUIREMENTS:

Employees that are fire qualified and/or EMT certified must also meet the physical requirements of the **FIREFIGHTER** job description. Fire and/or EMT certification must also be maintained.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.