



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 461.6

Job Title: **CABLE ACCESS PROGRAM SUPERVISOR**

Pay Grade: 22

### **GENERAL SUMMARY:**

Supervises personnel in the development and implementation of programming goals and objectives for the Cable Access Division.

### **RESPONSIBILITIES:**

- Coordinates and assigns production staff and projects.
- Prepares programming schedules for cablecast.
- Evaluates and prioritizes potential uses of the cable access channel(s).
- Coordinates, supervises and performs activities related to producing and distributing information on the cable access channel(s).
- Schedules and assigns the television production facilities for live, taped and remote productions.
- Assists in promoting the use of production facilities and cable access channel(s).
- Develops, implements and supervises a television production internship program.
- Coordinates the logistics of providing television production training sessions.
- Serves as the liaison to public/education access entities.
- Enforces cable access policies and procedures.
- Prepares and presents various reports, including those on development and utilization of access channel(s).
- Maintains master calendar of program productions.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Communications, Television Production, Media Administration or a field directly related to the job.

#### **EXPERIENCE:**

Three years of experience in access programming/production management or television production/facilities management are required.

Four years of responsible experience in access programming/production management or television production/facilities management may be substituted for the above education requirement.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Cable Access Program Supervisor

*Effective Date: October 1990*

*Revised Date: August 2001*