



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 461.5

Job Title: **CABLE ACCESS OPERATIONS SUPERVISOR**

Pay Grade: 22

GENERAL SUMMARY:

Coordinates the technical operations of the cable TV facility.

RESPONSIBILITIES:

- Performs various activities including production, editing, training, administration, equipment maintenance and repairs.
- Edits programs and prepares tapes for air playback.
- Installs, maintains, and repairs equipment utilizing scientific instruments and equipment to diagnose malfunctions and to monitor and maintain video and audio signals, including microwaves, lasers and modulators.
- Coordinates a variety of administrative details, such as inventory control, scheduling meetings, performing general clerical tasks and delivering tapes.
- Designs and provides training classes for all facets of video production.
- Assists in all aspects of video production including graphics, audio, and camera operations.
- Evaluates equipment and facility needs.
- Manages all phases of procurement, capital, and service contracts.
- Coordinates and monitors access television revenues received from cable franchise holders.
- Conducts surveys to identify existing cable equipment and facilities and projects future needs.

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 television production or facilities operations are required.

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

COMPLEXITY:

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

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

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 involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

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 closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

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

JOB FAMILY:

Cable Access Operations Supervisor

Effective Date: October 1990

Revised Date: August 2001