



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
**COMMUNICATIONS AND PROGRAMMING
COORDINATOR**
(NNTV)
COMMUNICATIONS

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is will be responsible for coordinating programming and operations activities and support production needs of the Communications Department. Reports to the Communications Manager, NNTV.

ESSENTIAL JOB FUNCTIONS

Creates and coordinate with city departments messaging on NNTV2; assists in graphic execution, proactively recruits users, maintains active list of events and programs, and edit submissions; manages multi messaging content for relevancy and accuracy; assists with general video production, in-studio, live cablecasts, video field shooting and non-linear editing; builds and maintain dynamic program schedule for all NNTV channels.

Reviews and evaluates current and archived programming for air readiness and make edits/updates as needed; assists in the management of playlist, programs and archives; organizes NNTV archives; manages outside programing and assists in distribution of NNTV programming to additional video and social media platforms.

Assists in emergency operations creating, placing and managing on-air emergency/critical messaging; serves on Newport News Emergency Operations Team as assigned; assists the Communication Manager and Director of Communications in city business, special projects.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Video Production Technology -Knowledge of modern methods, concepts, practices, and principles related to media relations, video production techniques, television broadcast equipment; FCC quality standards; modern videography including High Definition (HD) cameras, market digital editing software, and live production switcher.
- Research - Knowledge of researching, organizing, planning, coordinating, managing video production projects.

REQUIRED SKILLS

- **Interpersonal Relationships** – Develops and maintains cooperative and professional relationships with employees, managers, representatives from other departments and organizations.
- **Judgment/Decision Making** – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- **Computer Skills** – Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy. Employs current trends and practices related to the use of technology in municipal government and related activities.
- **Time Management** - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- **Communication** – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Handles all interactions with poise, tact and diplomacy.
- **Equipment Operation** - Ability to set up, operate and maintain video production and editing equipment.

EDUCATION AND EXPERIENCE

Requires an Associate's Degree in Communications, Broadcasting, Radio Television, Telecommunications, or closely related field and 2 to 3 years of experience in television and programming operations or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Requires a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as, weather, dust, pollen, temperature, and noise extremes, and traffic hazards.