

DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS  
JOB VACANCY NOTICE

Civil Service Title: Administrative Staff Analyst M-2

JVN # 858-08-1919

Title Code Number: 10026 Salary Range: \$50,610 - \$95,000

Office Title: Director of Production Work Location: 1 Centre Street

Division/Work Unit: NYC Media Group Number of Positions: 1

Hours/Shift: Day\*

**JOB DESCRIPTION**

**(New York City Residency required within 90 days of appointment)**

Responsibilities will include: manage and oversee the Production Supervisor, Senior Director of Photography, Directors of Photography, Camera Operators, the Government Programming Manager & Scheduler and any other production staff to ensure that NYC TV productions are executed in a professional manner; provide video and field audio that meets or exceeds NYC TV quality standards; oversee scheduling, and prioritize production requests to ensure coverage of as many events as possible in their respective order of priority; track all projects through production to make sure they are being properly videoed and implement quality control; ensure EFP/ENG Staff's adherence to HR policies and regulations; administer discipline when necessary; supervise and oversee staff producers and on-camera talent to ensure that NYC TV productions are being properly produced, providing content that meets or exceeds NYC TV quality standards; listen to and vet story ideas; supply editorial oversight when needed; track producers' projects through production and post-production to ensure that they are being properly executed and delivered in a timely manner, meeting any deadlines; implement quality control; enlist and oversee freelance staff to augment and enhance NYC TV production staff, including camera operators, field audio engineers, producers, associate producers, writers, hair & make-up artists, grips, production assistants and editors; make sure that EFP/ENG staff and freelancers are properly using and maintaining all NYC TV camera, lighting and audio equipment; make sure the NYC TV vehicle fleet is properly maintained; make buying decisions on major equipment purchases; keep informed about emerging technologies relevant to the industry; order new and/or replacement equipment as needed.

\* Due to the nature of the operations of a television station, business necessities may require that you work various shifts such as weekends and/or evening shifts.

**PREFERRED SKILLS**

The successful candidate should possess the following: direct personnel management experience; excellent communication skills several years of hands-on camera experience, preferably in ENG or similar run-and-gun TV operations; deep familiarity with the ENG equipment, peripherals, and maintenance; at least one year of solid operational experience (booking crews, working with freelance schedules, liaising with news directors and/ or reporters / producers); smart and agile problem solver. Extremely organized and computer literate; should know Outlook and Excel.

**CIVIL SERVICE QUALIFICATION REQUIREMENTS**

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above;

**-OR-**  
2. A baccalaureate degree from an accredited college and four years professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

**TO APPLY, PLEASE SUBMIT RESUME INDICATING JVN# TO:**  
Department of Information Technology and Telecommunications (DoITT)  
Recruitment Office - 75 Park Place - 9th Floor - New York, NY 10007  
Or  
E-mail to [work@tv.nyc.gov](mailto:work@tv.nyc.gov)

POST DATE: 7/25/07

POST UNTIL: Filled

JVN: 858 / 08 / 1919

(agency code/fiscal yr./number)