

**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

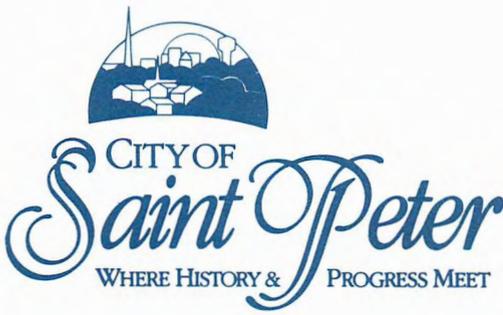
Regular Workshop Session of Monday, November 2, 2015
Library Meeting Room – 6:00 p.m.*
601 South Washington Avenue

- I. **CALL TO ORDER**
- II. **DISCUSSION**
 - A. Production Assistant Position Description Modification
 - B. Others
- III. **ADJOURNMENT**

***TIME APPROXIMATE FOLLOWING SPECIAL CITY COUNCIL MEETING**

Office of the City Administrator
Todd Prafke

TP/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/30/15

FROM: Todd Prafke
City Administrator

RE: Production Assistant Job Description Modification

ACTION/RECOMMENDATION

None needed. For your review and input.

BACKGROUND

The practice of the City Council has been to review job descriptions when openings occur and other times as needed based on changes in laws or best practices. Due to a resignation we plan to start a recruiting process for people to fill this position.

The modifications to the job description are minor in nature with the most significant being the removal of references to technology that we no longer use and replacing it with language related to the technology we do use.

The description also more accurately reflects the work expectations that we have in place today. I view any other changes as being clean-up and not significant to the position, but rather technical in nature relating to the hire process and how we use this description in that process. A copy of the redlined job description is attached for your additional review.

No changes in wages or costs are anticipated as a part of this this change and our goal is to have new Production Assistants in place prior to the end of the year.

Please let me know if you have any questions or concerns on this agenda item.

TP/bal

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points - 98

POSITION TITLE: PRODUCTION ASSISTANT

DEPARTMENT: RECREATION AND LEISURE SERVICES

SUPERVISOR: PUBLIC ACCESS COORDINATOR REDIRECTOR OF RECREATION AND LEISURE SERVICES DEPARTMENT

OVERVIEW OF POSITION:

Under the general supervision of the Director of Recreation and Leisure Services, ~~with direction from the Public Access Coordinator,~~ the Production Assistant produces video programs as assigned including City Council and School Board meetings using a two camera operation and video tapes City Council meetings or other events as required, edits tapes, assists with playback and assists with operation of the public access studio.

ESSENTIAL JOB FUNCTIONS:

- Operation of some or all of the following equipment: TV monitors, portable VCR with power supply, audio/video digital mixer, audio mixer, camcorder and tripod, remote control camera, Amiga computer, Mini-T programmer, VHS VCR's and a VHS editing system.
- ~~Assist Public Access Coordinator as needed.~~
- Records public meetings and public events as assigned.
- Performs pre-production activities and technical set-up of site; post-production take down and moving portable equipment to proper, safe storage area.
- Monitors and maintains equipment and notifies supervisor of any needed repairs.
- Makes purchase recommendations to Department Director.
- Perform related duties as assigned or apparent.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Production Assistant is required to be capable of performing the following physical functions or a combination thereof for any given work day.

- Speak and understand English and read and write English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to normal with normal color vision.
- Stand for up to two hours, sit for up to two hours.
- Frequently bend/stoop, squat, crouch, kneel, balance, reach, push, pull and twist.
- Use hands for simple grasping and fine finger manipulations.
- Lift up to 50 pounds and transport up to 80 pounds.

INTERPERSONAL SKILLS:

Ability to: communicate effectively, ~~ability to understand and carry out directions,~~ and ~~ability to~~

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

interact appropriately with elected officials, City staff and members of the public.

MINIMUM QUALIFICATIONS:

- Must be at ~~At~~ least sixteen (16) years of age or older.
- ~~Experience in using video recording equipment and/or computer editing equipment.~~

DESIRED QUALIFICATIONS:

- Knowledge of and experience using video recording equipment.
- Experience using computer editing equipment.
- ~~Knowledge of and experience using the following equipment:the following equipment:~~
TV monitors, portable VCR with power supply, audio/video digital mixer, audio mixer, camcorder and tripod, remote control camera, personal computer, ~~auto-programmer,~~
~~VHS VCR's and a VHS editing system.~~
- Experience using production equipment including camera, audio, switchers.
- Experience using audio mixing an dproper microphone placement.
- Experience using video switching hardware.

Adopted: 10/13/03 _____