

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
December 8, 2010
REGULAR MEETING**

Agenda Documentation
December 22, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: Dan Tarwater SECRETARY TO THE BOARD
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I. CALL TO ORDER: December 8, 2010 at 4:30 p.m. in the Human Resources Department.

ROLL CALL: Malcolm White - Absent
Ed Miramontes – Present
Priscilla Rocha – Present
Evelyn Beals – Present
David Steinman – Present

STAFF PRESENT
Ann Rubertino-Beck
Jack Eslinger
Glenna Kouns
Sue Brown
Graciela Manginelli

OTHERS PRESENT
Thomas Miramontes - LVFR
Robert Horton - LVFR
John Kelley - LVFR

Counsel for the Civil Service Board, Morgan Davis, was also present at this meeting

II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING

LAW

III. APPROVAL OF MINUTES of Minutes for the Regular Meeting for October 13, 2010: Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of October 13, 2010. Trustee Priscilla Rocha seconded the motion. Motion carried.


IV. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Desktop Computer Support Supervisor – Promotional
2. EMS Field Coordinator – Promotional
3. Senior Microcomputer Specialist – Promotional

Trustee Miramontes asked what happened to the list A motion was made by Trustee Priscilla Rocha that items 1 through 3 of the Eligible Lists to be Certified be approved. Trustee Evelyn Beals seconded the motion. Motion carried

B. EXTENSION OF ELIGIBLE LISTS - November

1. Corrections Officer – Open
 2. Deputy City Marshal – Open
 3. Fire Investigations Supervisor (Bomb Squad) – Promotional
 4. Fire Investigator I – Promotional
 5. Park Maintenance Supervisor – Promotional
 6. Senior Fire Investigator – Promotional
 7. Senior Mechanic – Promotional
- 

EXTENSION OF ELIGIBLE LISTS – December

1. Customer Service Representative – Open
2. Fire Engineer – Promotional
3. Firefighter Trainee – Open
4. Graffiti Technician – Promotional
5. Graffiti Technician – Open
6. Irrigation Systems Repairer I – Promotional
7. Irrigation Systems Repairer I – Open
8. Senior Office Specialist – Open

A motion was made by Trustee Malcolm White that the November and December Extension of Eligible Lists be approved. Trustee Davis Steinman seconded the motion. Motion carried

C. CLASSIFICATION SPECIFICATION FOR APPROVAL

1. Health and Wellness Medical Assistant – Revised

Trustee David Steinman asked if the position was for a position in Fire & Rescue. Trustee Steinman asked how the position interacts with what position is already in the department. Deputy Fire Chief Miramontes explained that the position was held by a nurse that has left the position. This position is to replace the nurse's position.

Trustee Steinman asked if a registered nurse held the position. Deputy Fire Chief Miramontes replied yes a registered nurse previously held the position.

A motion was made by Trustee Malcolm White that item 1 on the Classification Specification list be approved. Trustee Evelyn Beals seconded the motion. Motion carried

D. REQUEST TO BE PLACED ON REHIRE LIST

1. Nancy Kay Burk

A motion was made by Trustee Malcolm White to place Nancy Kay Burk be placed on the Rehire List. Evelyn Beals seconded the motion. Motion Carried.



**ELIGIBILITY
LISTS FOR THIS
MEETING ARE
DEEMED
CONFIDENTIAL
PER NRS 603A**

EM = ✓
EB = ✓
MW = ✓
DS = ✓
PR = ✓

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES
Department of Human Resources
400 Stewart Avenue – 2nd Floor
Training Room #4
Las Vegas, Nevada

DT =
GM = ✓
Morgan = ✓
ARB = ✓
SB = ✓

CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>

AGENDA

DATE: December 8, 2010

TIME: 4:30 p.m.

AK = ✓
JE = ✓

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

- I. CALL TO ORDER 4:30 pm
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: October 13, 2010 *ubi Motion = DS*
- IV. BUSINESS *2nd = PR*

MC = ✓

A. ELIGIBLE LISTS TO BE CERTIFIED

Motion carried

- 1. Desktop Computer Support Supervisor – Promotional
- 2. EMS Field Coordinator – Promotional
- 3. Senior Microcomputer Specialist - Promotional

*Motion = PR
2nd = ARB
MC = ✓*

B. EXTENSION OF ELIGIBLE LISTS - November

- 1. Corrections Officer – Open
- 2. Deputy City Marshal – Open
- 3. Fire Investigations Supervisor (Bomb Squad) – Promotional
- 4. Fire Investigator I – Promotional
- 5. Park Maintenance Supervisor – Promotional
- 6. Senior Fire Investigator – Promotional
- 7. Senior Mechanic – Promotional

*Motion = MA
2nd = DS
MC = ✓*

MC carried

EXTENSION OF ELIGIBLE LISTS – December

- 1. Customer Service Representative – Open
- 2. Fire Engineer – Promotional
- 3. Firefighter Trainee – Open
- 4. Graffiti Technician – Promotional
- 5. Graffiti Technician – Open
- 6. Irrigation Systems Repairer I – Promotional
- 7. Irrigation Systems Repairer I – Open
- 8. Senior Office Specialist – Open

*Motion =
2nd =
MC =*

email schedule: to ED miramontes

C. CLASSIFICATION SPECIFICATION FOR APPROVAL

1. Health and Wellness Medical Assistant – Revised

Motion = DS
2nd = EB
MC = ✓

D. REQUEST TO BE PLACED ON REHIRE LIST

1. Nancy Kay Burk

Motion = BHD
2nd = EB
MC = ✓

V. ITEMS FOR DISCUSSION: BOARD ACTION REQUIRED

1. Discussion and possible action regarding two on-site Civil Service Board meetings per month starting December 22, 2010 through April 27, 2011

Morganz
BHD
MC

VI. CITIZEN PARTICIPATION

Morgan Davis - Jack - Signet Avenue
4:43 pm

PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE CIVIL SERVICE BOARD. NO SUBJECT MAY BE ACTED UPON BY THE CIVIL SERVICE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED.

Facilities are provided throughout City Hall for the convenience of disabled persons. If you need an accommodation to attend and participate in this meeting, please call Human Resources at 229-6315 and advise of your need at least 48 hours in advance of the meeting. The City's TDD number is 386-9108.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

- State of NV, Grant Sawyer Building, 555 East Washington Avenue
- Senior Citizen Center, 450 East Bonanza Road
- Clark County Government Center, 500 South Grand Central Parkway
- Bulletin Board, City Hall Plaza (Next door to Metro Records)
- City Hall Plaza, Special Outside Posting Bulletin Board
- City Hall 2nd Floor, Human Resources Posting Bulletin Board

AFFIDAVIT OF MAILING

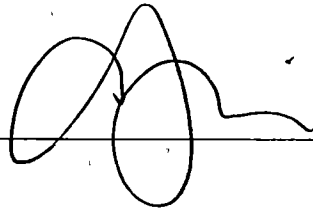
(Mailing required under the provisions of NRS Chapter 241)

STATE OF NEVADA)

) ss

COUNTY OF CLARK)

GRACIEL MANGINELLI, an employee of the City of Las Vegas, Nevada, being first duly sworn, deposes and says that on the 2nd day of **December, 2010**, a copy of NOTICE, the attached of which is a true and correct copy of the Public Hearing – re: **City of Las Vegas Civil Service Board Agenda**, said meeting to be held on the 8th day of **December, 2010**, at 4:30 PM in Las Vegas, Nevada, was deposited in the United States Mail, Postage prepaid, First Class Mail, to each person and/or organization whose name appears on the list maintained in the Office of the City Clerk.



SIGNATURE

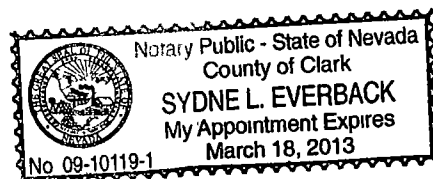
City Clerk

DEPARTMENT

Subscribed and sworn to before me this

2nd day of December, 2010

Sydne L. Everback
NOTARY PUBLIC in and for said County and State



DISCUSSION:

Dec. 22 meeting

DS: Motion to approve
Potential meetings per
CCB starting Dec. 22, 2010

2 mtgs per month, 2011.

MW = 2nd

Motion carried

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
September 8, 2010
REGULAR MEETING

OCT - 13

Agenda Documentation
November 10, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: Dan Tarwater
SECRETARY TO THE BOARD

I CALL TO ORDER: October 13, 2010 at 4.30 p.m. in the Human Resources Department.

ROLL CALL
Malcolm White - Absent
Ed Miramontes - Present
Priscilla Rocha - Absent
Evelyn Beals - Present
David Steinman - Present

STAFF PRESENT

Ann Rubertino-Beck
Jack Eslinger
Glenna Kouns
Graciela Manginelli

OTHERS PRESENT

Bert Washington - LVFR

Counsel for the Civil Service Board, Morgan Davis, was also present at this meeting

II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW

III. APPROVAL OF MINUTES of Minutes for the Regular Meeting for September 8, 2010: Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of September 8, 2010. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. BUSINESS

A. EXTENSION OF ELIGIBLE LISTS

1. Communications Specialist (911 Operator) - Open
2. Pre-Trial Services Officer - Open
3. Special Inspections Supervisor - Promotional

A motion was made by Trustee Evelyn Beals that items 1 through 3 of the Extension of Eligible list be approved. Trustee David Steinman seconded the motion. Motion carried.

V. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED:

1. NONE

VI CITIZEN PARTICIPATION: NONE

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:31p.m.



Dan Tarwater
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: December 8, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, SECRETARY

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

BOARD ACTION: Vote to Certify or Not Certify
(May be taken as a group)

TOTAL ELIGIBLE LISTS PRESENTED: 3

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1 Desktop Computer Support Supervisor - Promotional	1	1	1
2. EMS Field Coordinator - Promotional	8	6	6
3. Senior Microcomputer Specialist – Promotional	5	4	3

CITY OF LAS VEGAS

ELIGIBLE LIST

Desktop Computer Support Supervisor
Examination

October 27, 2010
Date

107970810P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	1	GROUP 1	1
REJECTED	0	GROUP 2	0
TOTAL RECEIVED	1	TOTAL ON LIST	1

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>T & E</u>
(Weight)				100%
PASSED				1
FAILED				0
TOTAL TESTED				1
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

EMS Field Coordinator
Examination

October 1, 2010
Date

107948808P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	7	GROUP 1	0
REJECTED	1	GROUP 2	3
TOTAL RECEIVED	8	GROUP 3	3
		TOTAL ON LIST	6

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	6			
FAILED	0			
TOTAL TESTED	6			
DID NOT APPEAR	1			

*Per the MOU between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Microcomputer Specialist
Examination

November 17, 2010
Date

107948310P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	5	GROUP 1	0
REJECTED	0	GROUP 2	3
TOTAL RECEIVED	5	TOTAL ON LIST	3

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	3			
FAILED	1			
TOTAL TESTED	4			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date December 8, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, SECRETARY

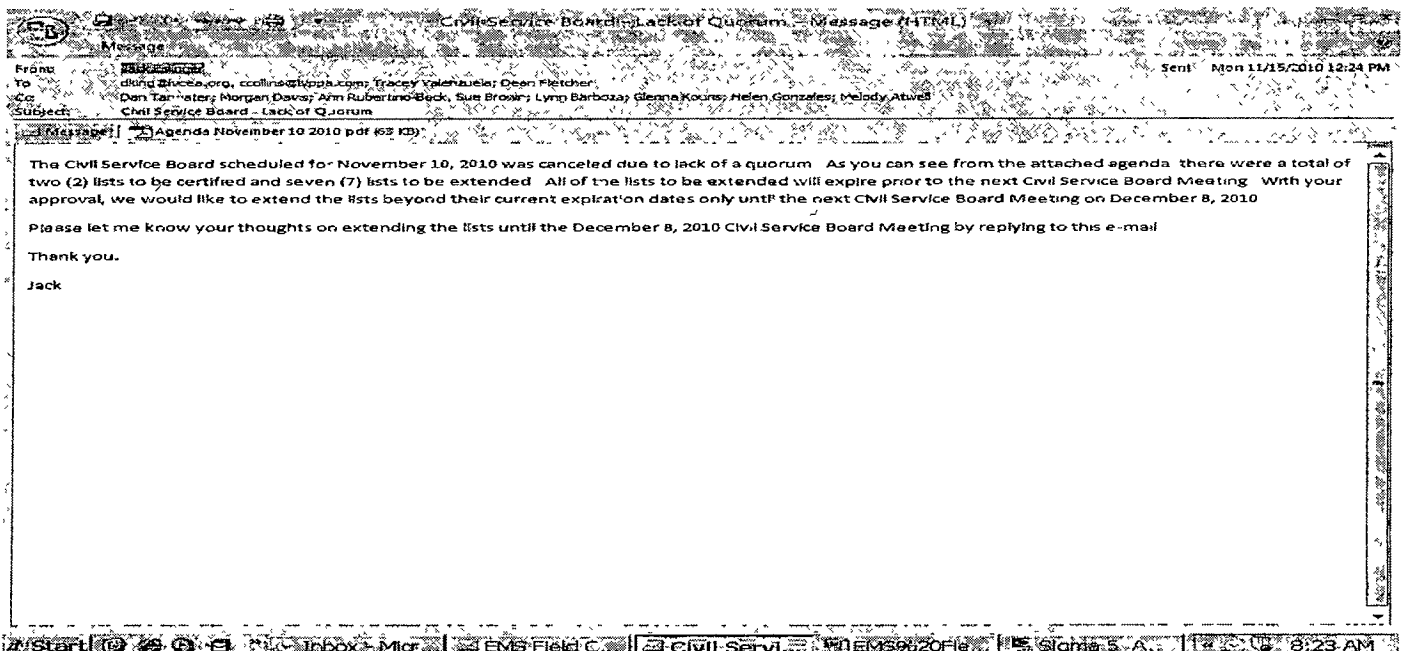
SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

I. November

BOARD ACTION: Vote to Extend or Not Extend
(May be taken as a group)

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 7

	REMAINING CANDIDATES ON LIST	LIST EXPIRES	EXT. TO	NUMBER OF THIS EXT.
1. Corrections Officer – Open	118	11/25/10	5/25/11	2
2. Deputy City Marshal – Open	92	11/25/10	5/25/11	2
3. Fire Investigations Supervisor (Bomb Squad) – Promotional	5	11/25/10	5/25/11	2
4. Fire Investigator I – Promotional	11	11/13/10	5/13/11	3
5. Park Maintenance Supervisor – Promotional	7	11/13/10	5/13/11	3
6. Senior Fire Investigator – Promotional	8	11/13/10	5/13/11	3
7. Senior Mechanic – Promotional	6	11/13/10	5/13/11	3



CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date December 8, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, SECRETARY

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS
II. December

BOARD ACTION: Vote to Extend or Not Extend
(May be taken as a group)

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 8

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Customer Service Representative – Open	128	12/10/10	6/10/11	3
2. Fire Engineer – Promotional	23	12/10/10	6/10/11	3
3. Firefighter Trainee – Open	711	12/02/10	6/02/11	1
4. Graffiti Technician – Promotional	2	12/10/10	6/10/11	3
5. Graffiti Technician – Open	33	12/10/10	6/10/11	3
6. Irrigation Systems Repairer I – Promotional	3	12/10/10	6/10/11	3
7. Irrigation Systems Repairer I – Open	9	12/10/10	6/10/11	3
8. Senior Office Specialist – Open	67	12/10/10	6/10/11	3

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: December 8, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

SUBJECT: C. CLASSIFICATION SPECIFICATION FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Health & Wellness Medical Assistant

Health & Wellness Medical Assistant was revised to change responsibility level and qualifications. These changes resulted in a move from an appointive to a classified job.

RECOMMENDATION

The City recommends approval of the revised classification specification.

HEALTH AND WELLNESS MEDICAL ASSISTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To assist with employee wellness programs within the Fire and Rescue Department; and to perform a variety of technical and administrative tasks within assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the physician assigned to the Fire and Rescue Department. Receives functional supervision from the Human Resources Manager assigned to the Insurance Services Division.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Conduct and assist in employee and applicant physical exams and testing procedures, including electrocardiograms, pulmonary function studies, hearing tests, eye exams, vital signs, and other legally permitted procedures; administer seasonal vaccines; interview employees to obtain medical history and health status.
2. Schedule physical exams by calling employees to set appointments and remind them of appointments.
3. Ensure that required documentation regarding health conditions or behaviors is sent to employees in compliance with city and state regulations, to minimize the city's liability for future claims.
4. Conduct wellness follow-up visits in person and by phone, including taking vital signs and ensuring that lab tests and other procedures were performed.
5. Administer first aid to department employees, if needed, during the physical exam.
6. Answer employees' health-related questions in consultation with physician.
7. Maintain medical supply storage area and order and restock supplies and equipment; participate in ensuring the security of supplies and equipment.
8. Record lab and exam findings in computer database.

CITY OF LAS VEGAS
Health and Wellness Medical Assistant (*continued*)

Essential Functions:

9. Maintain files of lab and x-ray reports, referrals and employee health records in accordance with state and OSHA regulations; ensure that records are complete as required by worker's compensation regulations; participate in ensuring the security of files.
10. Provide patient education in health and wellness, including diet, exercise and smoking cessation recommendations.
11. Prepare reports regarding health statistics, as requested.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles, procedures, methods and techniques of health and wellness care.
Medical terminology.
Principles and procedures of medical record keeping.
Accepted medical safety and infection control practices.
Equipment and testing procedures used in cardiac evaluations.
Pertinent federal, state and local laws, codes, regulations.
Standard format for medical documentation.
Common office software applications, including word processing, database and spreadsheet.
Basic medical reporting and statistical analysis.

Ability to:

- Learn and apply pertinent city and departmental policies and procedures.
- Operate medical testing equipment.
- Maintain confidentiality of employee medical information.
- Initiate emergency care if needed during the course of a physical, while waiting for assistance.
- Communicate effectively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations;*
 - *Communicating with others;*
 - *Reading and writing; and*
 - *Operating assigned equipment.*

CITY OF LAS VEGAS
Health and Wellness Medical Assistant (*continued*)

Ability to:

Maintain mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting and standing for extended periods of time; and*
- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Two years of recent medical assistant, paramedic or equivalent experience. Experience conducting cardiac testing and in the health and wellness field is desirable.

Training:

Completion of an accredited medical assisting program or a paramedic training program.

License or Certificate

Possession of either of the following:

1. An initial or current Certified Medical Assistant credential issued by the American Association of Medical Assistants on the date of application. If not current, must obtain current certification within three months of date of appointment. Must maintain current certification thereafter.
2. A current Emergency Medical Technician-Paramedic certificate. If non-local, must obtain a certificate from the Southern Nevada Health District within six months of the date of appointment. Must maintain current local certificate thereafter.

If not a certified paramedic, must possess and maintain a CPR certification from the American Heart Association within one month of the date of appointment.

CITY OF LAS VEGAS
Health and Wellness Medical Assistant (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment, exposure to bodily fluids.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for standing, sitting and walking for prolonged periods of time.

ARB
REV 11/22/10 (formerly Health & Wellness Nurse)
FLSA & City: nonexempt

CSB: 12/8/10

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: December 8, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: H. DAN TARWATER, SECRETARY

SUBJECT: D. REQUEST TO BE PLACED ON REHIRE LIST: NANCY KAY BURK

BOARD ACTION: APPROVE, NOT APPROVE, OR HOLD IN ABEYANCE

Nancy Kay Burk, an employee from May 11, 1992 to September 16, 2010, has requested to be placed on the Rehire List for Communications Specialist. A copy of her department director's approval is attached for the board's information and review.

Civil Service Rules {Chapter IV, Section 6a (5), Page 14} state that to be eligible for placement on a Rehire List, the former employee must submit a written request to the to the Director of Human Resources, or designee, and must (a) have had regular status in any classification formerly held; (b) have left the City's employment in good standing within the past twenty-four months; and (c) receive the Civil Service Board's approval of said request.

Nancy Kay Burk meets the criteria for placement on the Rehire List, and it is recommended that the Board approve her request.

Helen Gonzales

From: Greg Gammon
Sent: Monday, October 18, 2010 2:21 PM
To: Helen Gonzales
Cc: Mike Myers, Louis H. Amell, Dan Tarwater; Jack Eslinger
Subject: RE: Nancy Kay Burk - Rehire List

Yes – I approve for Nancy Burk to be placed on the rehire list

From: Helen Gonzales
Sent: Monday, October 18, 2010 2:14 PM
To: Greg Gammon
Cc: Mike Myers; Louis H. Amell; Dan Tarwater; Jack Eslinger
Subject: Nancy Kay Burk - Rehire List

Chief Gammon,

Human Resources received a letter from Nancy Kay Burk requesting to be placed on the rehire list for Communications Specialist. If we have your approval, we will be more than happy to include this request on our next CSB Agenda for November 10, 2010. Thank you.

Helen L. Gonzales
Personnel Analyst
City of Las Vegas
Human Resources
Phone: (702) 229-2181
Fax: (702) 385-1259

<< File: 0365_001.pdf >>

10/13/10

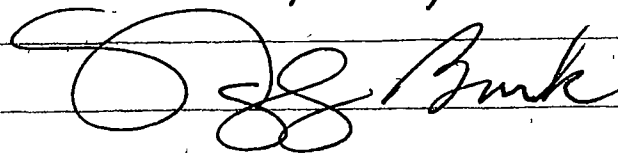
DAN TARWATER, Director
Department of Human Resources
400 STEWART AVENUE
LAS VEGAS, NV 89101

DEAR MR. TARWATER,

THIS LETTER SERVES AS MY FORMAL
REQUEST FOR PLACEMENT ON THE CITY'S
REHIRE LIST FOR THE POSITION OF
COMMUNICATIONS SPECIALIST. I
RESIGNED THAT POSITION, EFFECTIVE
SEPT. 16, 2010 DUE TO HANDING
AND ASK THAT MY NAME BE
CONSIDERED FOR PLACEMENT ON THE
REHIRE LIST IN ACCORDANCE WITH
CIVIL SERVICE RULES, SECTION 6 (a.) 5.

Thank you

Nancy Kay BURK



RECEIVED

2010 OCT 18 P 1:54

HUMAN RESOURCES DEPT



LAS VEGAS CITY COUNCIL

OSCAR B GOODMAN
MAYOR

GARY REESE
MAYOR PRO TEM

STEVE WOLFSON
LOIS TARKANIAN
STEVEN D ROSS
RICKI Y BARLOW
STAVROS S ANTHONY

ELIZABETH N FRETWELL
CITY MANAGER

DAN TARWATER
HUMAN RESOURCES DIRECTOR

October 22, 2010

Ms. Nancy Kay Burk
3725 White Angel Drive
North Las Vegas, NV 89032

Dear Ms. Burk:

This is to confirm Human-Resources receipt of your letter requesting to be placed on the rehire list for Communications Specialist. A copy of your letter was sent to Chief Greg Gammon and he has approved your request. Your name will be placed on the Rehire List on our next Civil Service Board Agenda for November 10, 2010 and you will be on the list for one year.

If we could be of further assistance, please do not hesitate to call us at (702) 229-6315.

Sincerely,

Helen L. Gonzales
Personnel Analyst

:hg

f:\hgonzales\recruitment\letters\nburk.doc

CITY OF LAS VEGAS
400 STEWART AVENUE
LAS VEGAS, NEVADA 89101

VOICE 702 229 6315
TTY 702 386 9108
www.lasvegasnevada.gov

Graciél F. Manginelli

From: Dan Tarwater
Sent: Wednesday, December 08, 2010 7 58 AM
To: Graciél F. Manginelli
Subject: FW. Measures for October and November 2010

See me on this please

From: Lori Petsco
Sent: Tuesday, December 07, 2010 2:30 PM
To: Dan Tarwater
Subject: RE: Measures for October and November 2010

Thank you. Were you diligent in using the WBS code 312000, 612 Task Code, and CEA/PPA/POA/IAF option for your time spent on negotiations?

From: Dan Tarwater
Sent: Tuesday, December 07, 2010 2:23 PM
To: Lori Petsco
Subject: RE: Measures for October and November 2010

What was provided to you for August and September for #1 and #2 below for me.

From: Lori Petsco
Sent: Monday, December 06, 2010 1:25 PM
To: Dan Tarwater; Vincent Zamora; Christina P. Rost; Louisa Tuilagi
Cc: Graciél F. Manginelli
Subject: Measures for October and November 2010

Please provide me with October and November measures.

1. # of consultations
2. # of hours spent on these consultations
3. # of Step 2 or 3 grievances attended, if any.

Thank you,

Lori Petsco
Employee Relations, HRD
P 229,4758
lpetsco@lasvegasnevada.gov

CIVIL SERVICE BOARD MEETING SIGN IN SHEET

Date: ~~SEPTEMBER 8, 2010~~ 11/10/10

Signature

Organization

Glenna Kouns
Scott Fuller
Lynn BARBOZA

CLV
LVFR
CLV HR

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES
Department of Human Resources
400 Stewart Avenue – 2nd Floor
Training Room #4
Las Vegas, Nevada

ANN RUBERTINO-BECK

CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegascivilservice.com>

PRESENT
EM
EB
PR
MW
DS

DAN T.
JACK E.
ANN R-B
SUE B.

AGENDA

DATE: December 22, 2010

TIME: 4:30 p.m.

START 4:30 PM

STOP

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

MOTION END

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: December 8, 2010
- IV. BUSINESS

A. CLASSIFICATION SPECIFICATION FOR APPROVAL

DS PR

APPROVED

- 1. Graphic Artist (Revised)
- 2. Public Information Specialist (Revised)
- 3. Senior Graphic Artist (Revised)
- 4. Television Production Specialist (Revised)
- 5. Video Control Operator (Revised)
- 6. Video Production Engineer (Revised)
- 7. Videographer (Revised)

Section 4
KFS?
Recalls

V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

- 1. None

VI. CITIZEN PARTICIPATION

PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE CIVIL SERVICE BOARD. NO SUBJECT MAY BE ACTED UPON BY THE CIVIL SERVICE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED.

Facilities are provided throughout City Hall for the convenience of disabled persons. If you need an accommodation to attend and participate in this meeting, please call Human Resources at 229-6315 and advise of your need at least 48 hours in advance of the meeting. The City's TDD number is 386-9108

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

- State of NV, Grant Sawyer Building, 555 East Washington Avenue
- Senior Citizen Center, 450 East Bonanza Road
- Clark County Government Center, 500 South Grand Central Parkway
- Bulletin Board, City Hall Plaza (Next door to Metro Records)
- City Hall Plaza, Special Outside Posting Bulletin Board
- City Hall 2nd Floor, Human Resources Posting Bulletin Board



CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: December 22, 2010

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

SUBJECT: A. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Graphic Artist
2. Public Information Specialist
3. Senior Graphic Artist
4. Television Production Specialist
5. Video Control Operator
6. Video Production Engineer
7. Videographer

All of the above job descriptions were revised as part of the classification study with Segal.

RECOMMENDATION

The City recommends approval of the revised classification specifications.

V. ITEMS FOR DISCUSSION: BOARD ACTION REQUIRED

1. Discussion and possible action regarding two on-site Civil Service Board meetings per month starting December 22, 2010 through April 27, 2011

Trustee Steinman needed clarification regarding the Civil Service Board Meetings. Human Resources Administrator Ann Rubertino Beck responded that the second meetings from December 22, 2010 through April 27, 2011 will be regular meetings because of the number Classification Specifications that need to be approved.

Deputy City Attorney Morgan Davis explained the past practices of the Civil Service Board meetings and teleconferences.

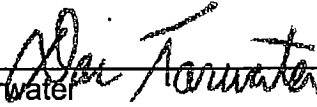
Trustee Miramontes asked about the December 22, 2010 meeting. The board had no issues with meeting on December 22, 2010.

Trustee Steinman made a motion to approve the potential meetings for the Civil Service Board starting with December 22, 2010 and then two meetings per month in 2011. Some second meetings will be regular meetings and other may be teleconferences according to the schedule provided to the Board. Trustee Malcolm White seconded the motion. Motion carried.

VI. CITIZEN PARTICIPATION

Deputy City Attorney Morgan Davis introduced Jack Eslinger, Deputy City Attorney to the Board. Mr. Davis explained that he would be working with the board in a different capacity and Mr. Eslinger will be his back up. The Board welcomed Mr. Eslinger.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:45 p.m.



Dan Tarwater
Secretary to the Board

GRAPHIC ARTIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Assists in providing artistic support tasks for the department of assignment; translates abstract ideas into viable format for print projects; and designs artwork using computer graphics software.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Graphic Artist series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operation procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from higher level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following.*

Essential Functions:

1. Designs brochures, newsletters and publications for the city using a combination of computerized and manual methods; meets with clients to discuss client needs; interprets ideas and translates into viable form; presents to staff for review; makes revisions and finalizes project.
2. Plans, organizes, produces graphics and related artwork; transforms data submitted by city departments into final camera-ready form; arranges printing of finished product as necessary.
3. Designs displays and exhibits of various sizes for presentations at public meetings and special city events; matts and frames finished artwork.
4. Provides technical training to other city staff.
5. Makes recommendations to clients including designs, processes, layout, form, style, content and deadlines for production.

CITY OF LAS VEGAS
Graphic Artist (*continued*)

Essential Functions:

6. Transfers and translates data and graphics submitted by city departments into final web-ready graphic formats; designs and develops web pages and websites for city departments according to established policies and guidelines.
7. Archives printed and electronic graphics for future use.
8. Attends seminars and training courses; stays abreast of current trends, processes, software and updates on graphic packages.
9. Develops forms on computer for departmental use; develops organizational tables, flow charts, timelines and related support forms; maintains charts and graphs related to documents, surveys and reports useful for routine publications.

Marginal Functions:

1. Attends and participate in committee meetings for a variety of City-sponsored events, may perform assignments related to public relations or presentation of art-related displays.
2. Produces drawings, renderings and illustrations for specific architectural and cartographic projects as required.
3. Takes, prepares and catalogs photographs.
4. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
5. Estimates time, materials and equipment required for jobs assigned; requisition materials as required.
6. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Design concepts.
Fundamentals of drawing and graphic illustration.
Fundamentals of printing processes.
Hypertext Markup Language (HTML).
Rendering and illustration.
Variety of media including ink, pencil, airbrush, watercolor, oil and chalk.
Methods and techniques of drafting.
Operational characteristics of computer and plotting equipment and tools.
Occupational hazards and standard safety practices.
Fundamentals of photography.

CITY OF LAS VEGAS
Graphic Artist (*continued*)

Knowledge of:

Computer graphic programs.
Composition, typesetting and layout processes.
Modern procedures, processes and methods used in hand and computer design.
City and Departmental policies and procedures.

Skills in:

Learning to perform designs using computer graphic programs.
Visualizing abstract ideas and concepts.
Following verbal and written instruction.
Sketching and drawing using a variety of medias.
Designing signs, displays and public relations materials.
Performing renderings and illustrations.
Communicating clearly and concisely, both orally and in writing.
Illustrating ideas in formats for various print forms.
Performing original artwork for a wide variety of projects.
Designing signs, displays and public relations materials.
Performing designs using computer graphic programs.
Working independently in the absence of supervision.
Advising others on the use of equipment and processes.
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience:

One year of experience in design, layout and typesetting.

Training:

Equivalent to graduation from high school. Additional specialized training in graphic arts or a related field is desirable.

CITY OF LAS VEGAS
Graphic Artist (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Location: Work in an office environment.

Hazards: Exposure to paint and chemical fumes; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time;*
- *Moderate lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

Revised 7/20/10, Combining Graphic Artist I/II (X)

FLSA & City: nonexempt

CSB 12/22/10

PUBLIC INFORMATION SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Participates in providing information to the general public and the media concerning department projects, programs and events; and performs a variety of public relations tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from assigned supervisor or manager and higher-level management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following*

Essential Functions:

1. Participates in the coordination, development and dissemination of information concerning programs, projects and events pertaining to the area of assignment using various media; identifies, plans and initiates marketing opportunities to promote projects, programs and events.
2. Writes and edits articles, news releases, presentations, website content, speeches, newsletters and related documents; prepares monthly community calendar with upcoming events; gathers information and photographs about upcoming programs and events; updates website content as necessary.
3. Coordinates with city graphics division and other city departments to create various documents and publications.
4. Provides technical advice to other city staff; edits and proofreads newsletters and publications drafted by other city departments.
5. Serves as liaison for the department with other city departments, the public and outside agencies.
6. Monitors local media for coverage related to city programs, events, staff and facilities; distributes information about significant coverage to the appropriate staff; prepare monthly summary report.

CITY OF LAS VEGAS
Public Information Specialist (*Continued*)

Essential Functions:

7. Responds to inquiries and requests for information, interviews and photographs in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
8. Writes and assists in the production of television programming and public service announcements. Narrates or appears on camera as necessary.
9. Assists in planning and coordinating special events and other public gatherings as necessary.
10. Prepares reports as requested.
11. Participates in developing publicity standards.
12. Prepares data and reports to assist in the preparation of the department budget.

Marginal Functions:

1. Stays abreast of new trends, programs and innovations.
2. Participates in special events or projects as assigned.
3. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and techniques of organizing and coordinating public relations programs, activities and special events.
Principles and techniques of photo journalism.
Techniques and accepted practices of news gathering, writing and reporting.
Principles and procedures of record keeping.
Public relations techniques.
Audio and visual techniques.
Principles of graphic design.
Modern office procedures, methods and computer software and hardware, including word processing and presentation and graphics applications.
Principles of television production, camera operation and posting.
English usage, spelling, grammar and punctuation.
Pertinent federal, state and local laws, codes, ordinances and regulations.
Techniques for handling highly confidential and sensitive information.

CITY OF LAS VEGAS
Public Information Specialist (*Continued*)

Skills in:

Learning and understanding department functions sufficiently to enable accomplishment of essential functions.
Establishing and maintaining effective working relationships with members of the local news media and those contacted in the course of work.
Speaking before formal and informal groups of all sizes.
Researching, organizing, writing and disseminating information appropriately.
Giving presentations to the public.
Representing the city at meetings and public events.
Planning and coordinating public education information programs.
Learning to interpret and explain department policies and procedures.
Communicating clearly and concisely, both orally and in writing.
Communicating effectively in a variety of situations and with a wide variety of people.

Experience and Training Requirements

Experience:

Two years progressively responsible experience in communications, public relations, marketing, journalism or a closely related field with some public speaking experience

Training:

Bachelor's degree from an accredited college or university with major in public relations, marketing, journalism, communications or a closely related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Location: Travel from site to site; work in office environment or indoor/outdoor facilities.

Hazard: Exposure to computer screens; may be exposed to inclement weather conditions.

CITY OF LAS VEGAS
Public Information Specialist (*Continued*)

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Distinguishing colors;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

REV 7/21/10

Combining Public Information Specialist and Publicity Specialist I/II (X), and Senior
FLSA & City: nonexempt

CSB: 12/22/10

SENIOR GRAPHIC ARTIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job

DEFINITION

Performs complex graphic arts support tasks for city departments; prepares preliminary designs through final products; translates abstract ideas into viable formats for various projects; performs in a lead capacity, assisting other graphics employees with specialized equipment, software and techniques; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Graphic Artist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within the series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level staff.

May act as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Provides consultation services to other city staff that performs graphics functions; supports the graphic art technology in use throughout the city; attends and participates in meetings to provide graphic design support for project publications and print materials.
2. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.

CITY OF LAS VEGAS
Senior Graphic Artist (*Continued*)

Essential Functions:

3. Designs brochures, newsletters, publications and forms for city management and departments using a combination of computer and manual methods; meets with clients to discuss client needs; interprets ideas and translates into viable form; presents to staff for review; makes revisions and finalizes project.
4. Processes, modifies and enhances photographic images.
5. Provides technical training to other city staff.
6. Makes recommendations to clients including designs, processes, layout, form, style, content and deadlines for production.
7. Coordinates, plans, organizes and produces graphics and related artwork for complex and creatively challenging projects; transforms data submitted by city departments into final camera-ready form; arranges printing of finished product as necessary.
8. Transfers and translates data and graphics submitted by city departments into final graphic formats; designs and develop complex web pages and websites for city departments according to established policies and guidelines.
9. Archives printed and electronic graphics for future use.
10. Develops forms on computer for departmental use; develops organizational tables, flow charts, timelines and related support forms; maintains charts and graphs related to documents, surveys and reports useful for routine publications.
11. Monitors levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.
12. Attends seminars and training courses; stays abreast of current trends, processes, software and updates on graphic packages.
13. Designs, displays and exhibits of various sizes for presentations at public meetings and special city events.
14. Mattes and frames finished artwork when required.
15. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.

CITY OF LAS VEGAS
Senior Graphic Artist (Continued)

Marginal Functions:

1. May attend and participate in committee meetings for a variety of city-sponsored events, may perform assignments related to public relations or presentation of art-related displays.
2. Takes, prepares and catalogs photographs
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Design concepts.
Fundamentals of printing processes.
Theory of color.
Composition, typesetting and layout processes.
Advanced Hypertext Markup Language (HTML)
Rendering and illustration.
Variety of media including ink, pencil, airbrush, watercolor, oil and chalk.
Operational characteristics of computer operating systems.
Occupational hazards and standard safety practices.
Fundamentals of photography.
Modern procedures, processes and methods used in hand and computer design.
City and departmental policies and procedures.
Computer graphics programs.

Skills in:

Providing consulting services to employees performing graphics functions in other departments.
Visualizing abstract ideas and concepts.
Illustrating ideas in formats for various print forms.
Following verbal and written instruction.
Producing original artwork for a wide variety of projects.
Designing public relations materials.
Producing designs using computer graphics programs.
Operating image setting system.
Operating specialty graphics software programs.
Working independently in the absence of supervision.
Advising others on the use of equipment and processes.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Senior Graphic Artist (*Continued*)

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience in traditional graphic design and desktop publishing or web graphic design and website publishing.

Training:

Equivalent to graduation from high school supplemented by course work or specialized training in the graphic arts or printing fields.

WORKING CONDITIONS

Environmental Conditions:

Location: Work in an office environment.

Hazards: Exposure to paint and chemical fumes; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time;*
- *Moderate lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

Revised 07/20/10

FLSA & City: nonexempt

CSB 12/22/10

TELEVISION PRODUCTION SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Participates in all phases of pre-, post and field production of cable television programming; and performs related duties and responsibilities.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the series and is distinguished from the entry level Videographer by the addition of client relations and complete production responsibilities, including audio, graphics, linear editing, scripting, talent selection and final post-production.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level staff.

May act as a lead worker on a project basis, exercising functional or technical supervision, including providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following*

Essential Functions:

1. Serves as co-producer of the city's public information cable television programs and projects; manages or participates in all phases of pre-, post and field production, including talent selection, audio, graphics, and final post-production.
2. Serves as lead editor for assigned productions including linear and non-linear editing, adjusting timing, adding music and creating transitions.
3. Reviews all broadcasts for compliance with station procedures, FCC regulations and appropriate audio levels and visual clarity, making adjustments as required and/or advising of deviations from standards.
4. Develops program concepts and translates concepts into program content, in the form of a script or story layout, and production aesthetics.
5. Manages client relations throughout program content development, production and post-production processes.

CITY OF LAS VEGAS

Television Production Specialist (*continued*)

Essential Functions:

6. Coordinates production efforts with staff producers and occasionally with external Audio-Visual Specialists.
7. Directs the technical aspects of a broadcast including coordinating multiple cameras, audio and video sources.
7. Assists in the development and design of production facilities.
8. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitions materials as needed.
9. Provides audio-visual services and support for city meetings and city-sponsored events.
10. Checks that sound and lighting equipment and cameras are in good working order; sets up and takes down equipment.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Techniques and equipment used in state of the art television production.
Principles and practices of televised public information programming.
Methods and practices of researching, developing and editing informational programming.
Equipment and techniques used in creating audio-visual television productions.
Various video production procedures, broadcast production techniques and related systems and equipment.
Applications and uses of technical audio and video production equipment.
Professional broadcasting camera operation including field shooting and studio operation.
Audio design systems.
Audio and lighting system theory and design.
Principles and techniques of project management.
Practices and standards of the broadcast industry.
Federal Communications Commission quality standards.
All aspects of state of the art videography, including lighting, audio and shot composition.

Skills in:

Operating, maintaining and adjusting video, audio, computer editing and remote production equipment.
Operating and adjusting lighting systems and equipment.
Operating a hand-held or tripod-mounted broadcast video camera, both in the field and in the studio.

CITY OF LAS VEGAS
Television Production Specialist (*continued*)

Skills in:

Overseeing operation of mobile production truck.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Four years of progressive experience in video photography and production including pre- and post-production activities.

Training:

Some college coursework in communications, broadcasting, television, film, television production, journalism, marketing, public relations or a related field.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Special Requirements

Must be able to work an alternate work schedule, including Saturdays and occasionally Sundays.

WORKING CONDITIONS

Environmental Conditions:

Location: Field and studio environments; travel from site to site.

Hazards: Exposure to inclement weather conditions, dust, noise and risk of electric shock.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, bending, crouching or sitting for extended periods of time;*
- *Moderate to heavy lifting; and*
- *Operating assigned equipment.*

CITY OF LAS VEGAS
Television Production Specialist (*continued*)

Physical Conditions:

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors, shades, sounds and movement; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

REV 07/12/10 (formerly Audio-Visual Production Specialist)

FLSA and City: nonexempt

CSB: 12/22/10

VIDEO CONTROL OPERATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To program and maintain an automated video playback system to run daily television programming as scheduled; and to perform tasks related to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from higher-level management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Programs and maintains an automated video playback system to run daily programming for the city's government access television channel as scheduled.
2. Obtains satellite feeds of programming and formats the programming for the automated server.
3. Updates the programming schedule to adjust for changes in the content and the length of programming; distributes the printed schedule and updates the schedule where it appears electronically.
4. Creates and updates video graphic and text pages.
5. Operates video equipment of various formats to produce dubs and edit programming in preparation for playback.
6. Controls the air feed for live productions.
7. Handles requests for copies of programming; creates and maintains a duplicate copy of all in-house productions.
8. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
9. Assists with studio production of videotaping meetings and other productions.

CITY OF LAS VEGAS
Video Control Operator (*continued*)

Essential Functions:

10. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations.
11. Locates, reviews and recommends outside programming and screens for content and quality.
12. May be required to respond to equipment malfunctions during evening and weekend hours.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Automated video playback system operation.
Television scheduling practices and priorities.
Basic professional video operations, video and audio editing, television equipment operation and computer operation.
Desktop publishing software for video graphic and text layout.
Basic cable television practices and policies.
Basic television programming rights, fees and acquisition practices.
Principles and practices of record keeping.
Basic cataloging techniques and practices.

Skills in:

Programming and operating an automated video playback system.
Scheduling programming according to established policy.
Operating semi-automated video systems.
Operating desktop publishing software.
Cataloging and maintaining tape library.
Screening programming for appropriate content and quality.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Video Control Operator (*continued*)

Experience and Training Requirements

Experience:

Some experience operating and maintaining an automated video playback system and in television program scheduling, or one-year experience as a video editor, master control operator, tape operator or production control technician.

Training:

Associate's degree from an accredited college or university with major in television production, information systems or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

WORKING CONDITIONS

Environmental Conditions:

Location: Office and television production studio environments.

Hazards: Exposure to computer screens and television monitors and risk of electric shock.

Physical Conditions:

Essential and marginal functions require:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- *Walking, standing or sitting for extended periods of time;*
- *Occasional heavy lifting; and*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL
REV 7/12/10 (formerly Video Programming Technician)
FLSA and City: nonexempt

CSB 12/22/10

VIDEO PRODUCTION ENGINEER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Designs, researches, procures, installs, maintains and repairs all television production equipment, software and workflow. Maintains the physical, technical and information technology systems of the city's television broadcast facility.

SUPERVISION RECEIVED

Receives general supervision from the Cable Station Manager or other management staff.

May act as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following*

Essential Functions:

1. Performs a variety of tasks for production including site selection, determining appropriate lighting conditions, checking sites for power availability and accessibility, assisting with auditioning actors and narrators, selecting music, writing scripts and participating in rehearsals.
2. Determines shot composition; monitors microphone sound levels during production; sets up computerized teleprompter equipment to display script; monitors all broadcasts for compliance with station procedures, FCC regulations and appropriate audio levels and visual clarity, making adjustments as required and/or advising of deviations from standards.
3. Reviews video footage to determine best takes; edits tapes; dubs audio and video tapes; prepares final version for review.
4. Participates in the preparation and administration of the division or function budget. Submits budget recommendations.
5. Directs the technical aspects of a broadcast including operating multiple cameras.
6. Assists with operating professional grade video, audio and lighting equipment and information technology systems to shoot state of the art video in the field, studio and remote locations.

CITY OF LAS VEGAS
Video Production Engineer (*continued*)

Essential Functions:

7. Edits and encodes programming for web-based content and other projects.
8. Transports sound and lighting equipment to remote locations; sets up and takes down; secures cameras and related apparatus to and from production sites.
9. Provides technical training to other city staff.
10. Performs routine maintenance and minor repairs on audiovisual and related equipment; maintains computer hardware at Fire Training Center.
11. Provides functional and technical supervision of the production crew preparing and executing video programming including the video, audio and technical direction of filming.
12. Coordinates the production and content of programming with elected officials, city department heads and other external clients.
13. Maintains a directory for a variety of records and files.
14. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and required to accomplish goals and objectives, and requisitions materials as needed.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics of video and audio equipment.
Principles of video production.
Methods and techniques of operating cameras including shot compositions, rack focusing, zooming, iris setting and other related techniques.
Modern cameras, lenses and related video apparatus.
Modern lighting and sound systems.
Audio and visual special effects.
Methods and techniques for editing and dubbing tapes.
Computer software development.
Tools, equipment, practices and methods used to install and maintain computer and electronic equipment.
Script writing.
Occupational hazards and safety practices.
Effective sound and lighting methods and techniques.

CITY OF LAS VEGAS
Video Production Engineer (*continued*)

Skills in:

Operating and maintaining audio and video equipment.
Maintaining and repairing electronic equipment, computers, sound and lighting systems and related equipment.
Producing broadcast-ready video presentations.
Developing abstract ideas from conceptualization to visual presentation.
Working independently without close supervision.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

At least four years of experience in electronic maintenance, preferably in broadcast engineering.

Training:

Equivalent to graduation from high school supplemented by specialized training in audio and video production.

License or Certificate:

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Current Federal Communications Commission (FCC) broadcast license is required at the time of application.

Special Requirements:

The city's television broadcast facility is a 24 hours, 7 days per week operation. Incumbent may be required to respond to equipment failures critical to operations and workflow outside of normal work hours.

CITY OF LAS VEGAS
Video Production Engineer (continued)

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; travel from site to site.

Hazards: Exposure to high volume lighting and sound equipment and risk of electric shock.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, climbing, standing, bending, kneeling or sitting for extended periods of time;*
- *Moderate lifting;*
- *Work in high, precarious places; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors, shades, sounds and movement; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL
REV 07/12/10 (formerly Video Production Specialist)
FLSA & CITY: nonexempt

CSB 12/22/10

VIDEOGRAPHER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job

DEFINITION

Operates professional grade video, audio and lighting equipment to shoot state of the art video in the field, studio and remote locations for television shows and other assignments. Assists in the production of finished product.

SUPERVISION RECEIVED

Receives direct supervision from higher level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Operates professional grade video, audio and lighting equipment to shoot state of the art video in the field, studio and remote locations for television shows and other assignments.
2. Performs on-camera interviews; learns about different subject matters for interviews; asks informed and relevant questions during interviews.
3. Determines shot composition; monitors microphone sound levels during production; sets up computerized teleprompter equipment to display script; monitor all broadcasts for appropriate audio levels and visual clarity, make adjustments as required.
4. Assists with the technical aspects of a broadcast including operating multiple cameras.
5. Performs basic editing to match script; dubs audio and video; prepares final version for review.
6. Produces text for teleprompter and graphics to enhance programming as necessary.
7. Transports sound and lighting equipment and cameras to location; sets up and takes down equipment.
8. Assists with maintaining a directory for a variety of records and files.
9. Provides technical training on production and editing to other city staff.
10. Cleans and performs preventative maintenance on audiovisual equipment.

CITY OF LAS VEGAS
Videographer (*continued*)

Essential Functions:

11. Provides audio-visual services and support for city meetings and city-sponsored events.
12. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations.
13. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition; schedules maintenance on vehicles used by the Office of Communications.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

All aspects of state of the art video production, including lighting, audio and shot composition. Techniques and equipment used in editing.

Skills in:

Operating a broadcast video camera, both hand-held and using a tripod.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Three years of experience with a television station, network, affiliate or production facility. Non-linear editing experience is desirable.

Training:

Some college coursework in video production, communications, broadcasting, film, media services, television production, photography or a closely related field.

License or Certificate:

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

CITY OF LAS VEGAS
Videographer (*continued*)

Special Requirements:

Must be able to work an alternate work schedule, including Saturdays and occasionally Sundays.

WORKING CONDITIONS

Environmental Conditions:

Location: Office and field environments.

Hazards: Exposure to inclement weather conditions, dust, noise and risk of electric shock.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time;*
- *Very heavy lifting; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors, shades, sounds and movement; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with other; and*
- *Demonstrating intellectual capabilities.*

SEGAL
REV 7/12/10
FLSA and City: nonexempt

CSB 12/22/10

GRAPHIC ARTIST I

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

~~To a~~Assists in providing artistic support tasks for the ~~D~~department of assignment; ~~to~~ translates abstract ideas into viable format for print projects; and ~~to~~ designs artwork using computer graphics software; ~~and to perform related duties as required.~~

DISTINGUISHING CHARACTERISTICS

~~This is the full journey level class within the Graphic Artist series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operation procedures and policies of the work unit. This is the entry level class in the Graphic Arts series. This class is distinguished from the Graphic Artist II by the performance of the more routine tasks and duties assigned to positions within the series including assisting in the design of brochures, newsletters, City and departmental publications using a combination of computer and manual methods; interprets ideas, translate into viable form; present to staff for review. Since this class is typically an entry level class, employees may have only limited or no directly related work experience.~~

SUPERVISION RECEIVED

Receives general supervision from higher level staff.

~~ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—Essential and other important responsibilities and duties may include, but are not limited to, the following.~~

Essential Functions:

1. Designs brochures, newsletters and publications for the city using a combination of computerized and manual methods; meets with clients to discuss client needs; interprets ideas and translates into viable form; presents to staff for review; makes revisions and finalizes project.
2. Plans, organizes, produces graphics and related artwork; transforms data submitted by city departments into final camera-ready form; arranges printing of finished product as necessary.
3. Designs displays and exhibits of various sizes for presentations at public meetings and special city events; mattes and frames finished artwork.

CITY OF LAS VEGAS

Graphic Artist-I (continued)

4. Provides technical training to other city staff.
5. Makes recommendations to clients including designs, processes, layout, form, style, content and deadlines for production.
6. Transfers and translates data and graphics submitted by city departments into final web-ready graphic formats; designs and develops web pages and websites for city departments according to established policies and guidelines.
- ~~1. Assist in the design of brochures, newsletters, City and departmental publications using a combination of computer and manual methods; interprets ideas, translate into viable form; present to staff for review.~~
- ~~2. Participate in staff projects; produce graphics and related artwork for staff project.~~
- ~~2. —~~
- ~~3. Assist in the design of displays and exhibits of various sizes for presentations at public meetings and special City events.~~
- ~~4. Assist with recommending design, processes and lay out for print.~~
- ~~5.7. Archives printed and electronic graphics for future use. Maintain library files on logos, City seals and related insignias; past projects, designs, displays, maps and related items available for future projects; maintain charts and graphs related to documents, surveys and reports useful for routine publications.~~

Essential Functions:

- ~~6. Make recommendations on form, style, content and deadlines for production.~~
- ~~7. Maintain inventory of graphic materials, supplies and equipment as required for assigned projects or those of department staff.~~
- ~~9.8. Attends seminars and training courses; to stays abreast of current trends, processes, software and updates on graphic packages; read trade publications; meet with vendors to stay informed on the latest information in the graphic arts field.~~
- ~~10.9. Develops forms on computer for departmental use; develops organizational tables, flow charts, timelines and related support forms; maintains charts and graphs related to documents, surveys and reports useful for routine publications.~~

Marginal Functions:

- ~~1. May a~~ Attends and participate in committee meetings for a variety of City-sponsored events, may perform assignments related to public relations or presentation of art-related displays.
- ~~2. May p~~ Produces drawings, renderings and illustrations for specific architectural and cartographic projects as required.
3. Takes, prepares and catalogs photographs.

CITY OF LAS VEGAS

Graphic Artist-I (*continued*)

- 4. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
- 3.5. Estimates time, materials and equipment required for jobs assigned; requisition materials as required.
- 3.6. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Design concepts.
- Fundamentals of drawing and graphic illustration.
- Fundamentals of printing processes.
- Hypertext Markup Language (HTML).
- Rendering and illustration.
- Variety of media including ink, pencil, airbrush, watercolor, oil and chalk.
- Methods and techniques of drafting.
- Operational characteristics of computer and plotting equipment and tools.
- Occupational hazards and standard safety practices.
- Fundamentals of photography.
- Computer graphic programs.
- ~~Basic design concepts.~~
- ~~Basic fundamentals of drawing and graphic illustration.~~
- ~~Basic fundamentals of printing processes.~~
- Composition, typesetting and layout processes.
- ~~Basic uses of art materials and equipment.~~
- ~~Basic fundamentals of photography.~~
- ~~Basic computer graphic programs.~~
- Modern procedures, processes and methods used in hand and computer design.
- City and Departmental policies and procedures.
- ~~Basic practices and techniques of drafting.~~

Skills in: Ability to:

- Learning to perform designs using computer graphic programs.
- Visualizing abstract ideas and concepts.
- Following verbal and written instruction.
- Sketching and drawing using a variety of medias.
- Designing signs, displays and public relations materials.
- Performing renderings and illustrations.

Ability to:

- Communicating clearly and concisely, both orally and in writing.
- Illustrating ideas in formats for various print forms.
- Performing original artwork for a wide variety of projects.

CITY OF LAS VEGAS

Graphic Artist-I (continued)

Designing signs, displays and public relations materials.

Performing designs using computer graphic programs.

Working independently in the absence of supervision.

Advising others on the use of equipment and processes.

Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

----- *Walking, standing or sitting for extended periods of time; and*

----- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

----- *Making observations;*

----- *Communicating with others;*

----- *Reading and writing;*

----- *Distinguishing colors and shades; and*

----- *Operating assigned computer, photo-processing and camera equipment.*

Maintain mental capacity which allows the capability of:

----- *Making sound decisions;*

----- *Effective interaction and communication with others; and*

----- *Demonstrating intellectual capabilities.*

Experience and Training Guidelines

Experience:

One year of experience in design, layout and typesetting.

Training:

Equivalent to graduation from high school. Additional specialized training in graphic arts or a related field is desirable.

WORKING CONDITIONS

Environmental Conditions:

Location: Work in an office environment;

Hazards: eExposure to paint and chemical fumes; exposure to computer screens.-

Physical Conditions:

Moderate lifting; sitting for prolonged periods of time; the ability to distinguish color.

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

-- *Walking, standing, or sitting for extended periods of time;*

CITY OF LAS VEGAS

Graphic Artist-I (continued)

- Moderate lifting; and
- Operating assigned equipment.

Maintaining effective audio-visual discrimination and perception needed for:

- Making observations;
- Communicating with others;
- Reading and writing;
- Distinguishing colors; and
- Operating assigned equipment.

Maintaining mental capacity which allows the capability of:

- Making sound decisions;
- Effective interaction and communication with others; and
- Demonstrating intellectual capabilities.

SMMSEGAL

Revised 3/06/067/20/10, Combining Graphic Artist I/II (X)

CSB 6/14/06

CITY OF LAS VEGAS

CLASSIFIED

GRAPHIC ARTIST II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform graphic arts support tasks for city departments as requested; to prepare preliminary designs through final products; to translate abstract ideas into viable formats for various projects; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Graphic Artist series. Employees within this class are distinguished from the Graphic Artist I by the performance of the full range of duties as assigned including use of various computer, camera and printing equipment for a wide variety of design, typesetting, scanning and print projects. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operation procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level staff.

~~ESSENTIAL AND MARGINAL FUNCTION STATEMENTS~~ *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

- ~~1. Design brochures, newsletters and publications for city management and city departments using a combination of computerized and manual methods; interpret ideas, translate into viable form and present to staff for review; make revisions and finalize project.~~
- ~~2. Plan, organize and produce graphics and related artwork for project; coordinate production deadlines for text, photographs and special features; transform data submitted by city departments into final camera-ready form; arrange printing of finished product.~~
- ~~3. Design displays and exhibits of various sizes for presentations at public meetings and special city events.~~
- ~~4. Provide training for city personnel in the use of computer graphics software for assignments; assist with recommending design, processes and lay out for print.~~

CITY OF LAS VEGAS

Graphic Artist I (*continued*)

Essential Functions:

- ~~5. Maintain library files on logos, city seals and related insignias, bulletins, past projects, designs, displays, map and related items available for future projects; maintain charts and graphs related to documents, surveys and reports useful for routine publication.~~
- ~~2. Attend meetings to provide graphic design support for project publications and print materials; make recommendations on form, style, content and deadlines for production.~~
- ~~3. Maintain inventory of graphic materials, supplies and equipment as required for assigned projects.~~
- ~~8. Attend seminars and training courses to stay abreast of current trends, processes, software and updates on graphic packages; read trade publications; meet with vendors to stay informed on the latest information in the graphic arts field.~~
- ~~2. Develop forms on computer for city departments; develop bulletins, announcements, organizational tables, flow charts and related forms.~~
- ~~3. Plan, organize and produce graphics and related artwork for website projects; transfer and translate data and graphics submitted by city departments into final web-ready graphic formats.~~
- ~~4. Design and develop web pages and websites for city departments according to established policies and guidelines.~~

Marginal Functions:

- ~~1. May attend and participate in committee meetings for a variety of city-sponsored events, may perform assignments related to public relations or presentation of art-related displays.~~
- ~~2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.~~
- ~~3. Perform related duties and responsibilities as required.~~

QUALIFICATIONS

Knowledge of:

Design concepts:

Fundamentals of drawing and graphic illustration.

Fundamentals of printing processes.

Composition, typesetting, and layout processes.

Hypertext Markup Language (HTML)

Rendering and illustration.

Variety of media including ink, pencil, airbrush, watercolor, oil and chalk.

CITY OF LAS VEGAS

Graphic Artist-I (*continued*)

Methods and techniques of drafting.
Operational characteristics of computer and plotting equipment and tools.
Occupational hazards and standard safety practices.
Fundamentals of photography.
Computer graphic programs.
Modern procedures, processes and methods used in hand and computer design.
City and departmental policies and procedures.

Ability to:

Visualize abstract ideas and concepts.
Perform hand renderings and illustrations.
Illustrate ideas in formats for various print forms.
Follow verbal and written instruction.
Sketch and draw using a variety of media.
Perform original artwork for a wide variety of projects.
Design signs, displays and public relations materials.
Perform designs using computer graphic programs.
Work independently in the absence of supervision.
Advise others on the use of equipment and processes.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
——— *Walking, standing or sitting for extended periods of time; and*
——— *Operating assigned equipment.*
Maintain effective audio-visual discrimination and perception needed for:
——— *Making observations;*
——— *Communicating with others;*
——— *Reading and writing;*
——— *Distinguishing colors and shades, and*
——— *Operating assigned computer, photo processing and camera equipment.*
Maintain mental capacity which allows the capability of:
——— *Making sound decisions,*
——— *Effective interaction and communication with others; and*
——— *Demonstrating intellectual capabilities.*

CITY OF LAS VEGAS

Graphic Artist-I (*continued*)

Experience and Training Guidelines

Experience:

~~Three years of increasingly responsible experience in traditional graphic design and desktop publishing or web graphic design and website publishing.~~

Training:

~~Equivalent to graduation from high school supplemented by course work or specialized training in graphic arts or printing field.~~

WORKING CONDITIONS

Environmental Conditions:

~~Work in an office environment; exposure to paint fumes.~~

Physical Conditions:

~~Essential and marginal functions may require maintaining physical condition necessary for moderate lifting, sitting for prolonged periods of time, the ability to distinguish color.~~

SMM

Revised 1/30/2006

CSB-6/14/2006

PUBLIC INFORMATION SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To ~~p~~Participates in providing information to the general public and the media concerning department projects, programs and events; and ~~to performs~~ a variety of public relations tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from assigned supervisor or manager and higher-level management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Participates in the coordination, development and dissemination of information concerning programs, projects and events pertaining to the area of assignment using various media; identifies, plans and initiates marketing opportunities to promote projects, programs and events.
2. ~~Prepare~~Writes and edits articles, ads, media press news releases, presentations, department Internet website content, speeches, brochures and newsletters and related documents; gathers information and photographs about upcoming programs and events; updates website content as necessary.
- 2.3. ~~Ce~~Coordinates with city graphics division and other city departments to create various documents and publications.
3. ~~Coordinate activities with city departments, news media, the public and other government agencies; research and coordinate responses to inquiries from the public, news media, city officials and other departments.~~
4. Provides technical advice to other city staff.
5. Serves as liaison for the department with other city departments, the public and outside agencies.
6. Responds to inquiries, and requests for information, interviews and photographs in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

CITY OF LAS VEGAS

Public Information Specialist (*Continued*)

~~4. Represent department or the city at meetings, events and on the city's Public Information Committee; maintain files and databases for matters of department interest and prepare reports as requested.~~

~~7. Prepare press releases and participate in developing segments for city produced television programming; Writes and assists in the production of television programming and public service announcements; may narrates or appears on camera as necessary.~~

~~8. Assists in planning and coordinating special events and other public gatherings as necessary. Plan and coordinate various events, neighborhood meetings with citizens, and meetings with businesses, trade and professional associations and civic groups; photograph events as needed.~~

~~3.9. Prepares reports as requested.~~

~~4.10. Participates in developing publicity standards.~~

~~7.11. Prepares data and reports Provide public relations budget data to assist in the preparation of the department budget.~~

Marginal Functions:

1. Stays abreast of new trends, programs and innovations.

2. Participates in special events or projects as assigned.

3. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.

1.4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and techniques of organizing and coordinating public relations programs, activities and special events.

Techniques and accepted practices of news gathering, writing and reporting.

Principles and procedures of record keeping.

Public relations techniques.

Audio and visual techniques.

Principles of graphic design.

Modern office procedures, methods and computer software and hardware, including word processing and presentation applications.

English usage, spelling, grammar and punctuation.

Pertinent federal, state and local laws, codes, ordinances and regulations.

Techniques for handling highly confidential and sensitive information.

CITY OF LAS VEGAS
Public Information Specialist (Continued)

Skills in: Ability to:

Learning and understanding department functions sufficiently to enable accomplishment of essential functions.

Establishing and maintaining effective working relationships with members of the local news media and those contacted in the course of work.

Speaking before formal and informal groups of all sizes.

Researching, organizing, writing and disseminating information appropriately.

Giving presentations to the public.

Representing the city at meetings and public events.

Planning and coordinating public education information programs.

Learning to interpret and explain department policies and procedures.

Communicating clearly and concisely, both orally and in writing.

Communicating effectively in a variety of situations and with a wide variety of people.

Experience and Training Requirements

Experience:

ThreeTwo years progressively responsible experience in communications, public relations, marketing, journalism or a closely related field with some public speaking experience.

Training:

Equivalent to a Bachelor's/Associate degree from an accredited college or university with major in public relations, marketing, journalism, communications or a closely related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Location: Travel from site to site; work in office environment or indoor/outdoor facilities.

Hazard: Exposure to computer screens; may be exposed to inclement weather conditions.

Physical Conditions:

CITY OF LAS VEGAS
Public Information Specialist (*Continued*)

~~Essential and marginal functions require maintaining physical condition necessary for standing, walking and sitting for prolonged periods of time.~~

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

KAGSEGAL

REV. 10/25/04 7/21/10

FLSA & City: nonexempt

CSB 11/10/04

SENIOR PUBLICITY SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job

DEFINITION

Plans, coordinates and presents public relations information relative to the activities and programs of a city department; and performs a variety of technical tasks relative to areas of assigned responsibility. ~~To lead, oversee and participate in the most complex publicity work, including planning, coordinating and presenting public relations information relative to the Leisure Services Department's activities and programs; and to perform a variety of technical tasks relative to areas of assigned responsibility.~~

DISTINGUISHING CHARACTERISTICS

~~This is the advanced journey level class in the Publicity Specialist series. This class is distinguished from other classes by the level of responsibility assumed, the complexity of duties assigned and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives direction~~ general supervision from assigned supervisor or manager ~~the Publicity Supervisor and higher-level management staff.~~

~~May exercise functional and technical supervision over publicity staff.~~

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS ~~Essential and other important responsibilities and duties may include, but are not limited to, the following~~

Essential Functions:

- ~~1. Lead, plan and review the work of staff responsible for delivering an integrated publicity program for the Leisure Services Department.~~
- ~~2. Train assigned employees in the techniques of public relations, creative writing, design and layout and media production.~~
1. Participates in the coordination, development and dissemination of information concerning programs, projects and events pertaining to the area of assignment using various media; identifies, plans and initiates marketing opportunities to promote projects, programs and events.

CITY OF LAS VEGAS

Senior Publicity Specialist (Continued)

- ~~1.2. Participates in developing establishing and communicating publicity standards to department management.~~
3. Writes and edits newsletters, articles, press-news releases, website content and related documents; prepares monthly community calendar with upcoming events; gathers information and photographs about upcoming programs and events; updates website content as necessary.
4. Coordinates with city graphics division and other city departments to create various documents and publications.
5. Edits and proofreads newsletters and publications drafted by other city departments.
6. Monitors local media for coverage related to city programs, events, staff and facilities; distributes information about significant coverage to the appropriate staff; prepare monthly summary report.
7. Provides technical advice to other city staff.
8. Serves as liaison for the department with other city departments, the public and outside agencies.
9. Responds to inquiries and requests for information, -interviews and photographs in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
10. Prepares reports as requested.
- ~~4. Plan, evaluate and support the promotional and marketing needs of the department with the objective of providing information to the public regarding activities and programs; review, evaluate and negotiate marketing requests; counsel managers, supervisors and coordinators regarding promotions and graphics; establish production schedules for publications and media presentations; authorize release of completed projects.~~
- ~~4. Essential Functions:~~
- ~~5. Participate in developing programs to increase community awareness of and participation in department programs and activities; work with department management to evaluate and improve the effectiveness of publicity efforts.~~
- ~~6.11. Establishes and maintains effective relationships with media representatives and schools.~~
- ~~7. Represent the Leisure Services Department through personal appearances on television and speaking before groups and organizations.~~
- ~~8. Write and edit articles, reports, news releases and speeches.~~
- ~~9.12. May Assists in planning and coordinating special events such as exhibits and open houses, community fairs, and other public gatherings as necessary.~~

CITY OF LAS VEGAS

Senior Publicity Specialist (Continued)

10. Participate in creating and maintaining a positive image in the community for the assigned department.

~~11.13. Ensure that necessary records are maintained; oversee a filing system that facilitates retrieval of files.~~ Maintains a variety of automated and manual logs, records and files.

11. Coordinate or lead the promotion and marketing of community partnerships and citywide events.

Marginal Functions:

1. ~~Interview program participants for articles.~~ Coordinates advertising as requested.

2. Participates in special events or projects as assigned.

2.3. Stays abreast of new trends, programs and innovations.

3.4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Advanced audio and visual techniques.
- Principles and techniques of photojournalism.
- Computer graphics applications and hardware.
- Industry recognized methods of publicizing information.
- Graphic design principles.
- Advanced desktop publishing, design and layout procedures.
- Department's methods of publicizing activities to the community.
- Advanced -media formats and procedures.
- Principles of television production, camera operation and posting.
- Principles of organization, planning, prioritizing and delegating.
- Advanced public relations principles and practices.

Knowledge of:

- Techniques of negotiation.
- Advanced creative writing techniques.
- Advanced commercial writing and editing techniques.
- Leisure Services Department programs and activities.
- Principles of English language usage including correct grammar, spelling, sentence structure and punctuation.
- Record keeping techniques and requirements.
- Principles of lead supervision and training.
- A second language is helpful.

CITY OF LAS VEGAS

Senior Publicity Specialist (Continued)

Skills in: Ability to:

- Managing multiple tasks and set priorities.
- Interpreting, explaining and enforcing the established publicity standards.
- Negotiating solutions with management.
- Using initiative and independent judgment within established guidelines.
- Defining issues collect and analyze pertinent data, identifying alternative solutions, projecting consequences of proposed actions, drawing valid conclusions, proposing sound recommendations, and implementing approved solution in support of goals.
- Demonstrating respect and sensitivity for cultural differences.
- Speaking in front of large and small groups.
- Communicating effectively with media organizations, groups and individuals both orally and in writing.
- Writing articles for all forms of news media.
- Producing written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Working independently without direct supervision.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work including City officials and the general public.
- ~~Maintain effective audio-visual discrimination and perception needed for:~~
 - ~~———— Making observations~~
 - ~~———— Communicating with others~~
 - ~~———— Reading and writing~~
 - ~~———— Operating assigned equipment.~~
- Maintain mental capacity which allows the capability of:
 - ~~———— Making sound decisions;~~
 - ~~———— Effective interaction and communication with others; and~~
 - ~~———— Demonstrating intellectual capabilities.~~
- ~~Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:~~
 - ~~———— Sitting for extended periods of time; and~~
 - ~~———— Operating assigned equipment.~~

Experience and Training Requirements

Experience:

Two~~h~~ree years experience in communications, public relations, journalism, marketing, or a similar field.

Training:

~~Equivalent to an Associate Bachelor's~~ degree from an accredited college or university with major in communications, public relations, marketing, journalism or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

CITY OF LAS VEGAS

Senior Publicity Specialist (Continued)

License or Certificate

Possession of a valid, appropriate driver's license on the date of application, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Location: Travel from site to site; office environment or indoor/outdoor facilities;

Hazards: Exposure to computer screen; may be exposed to inclement weather conditions.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- Walking, standing, or sitting for extended periods of time; and
- Operating assigned equipment.

Maintaining effective audio-visual discrimination and perception needed for:

- Making observations;
- Communicating with others;
- Reading and writing;
- Distinguishing colors; and
- Operating assigned equipment.

Maintaining mental capacity which allows the capability of:

- Making sound decisions;
- Effective interaction and communication with others; and
- Demonstrating intellectual capabilities.

Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time and the ability to distinguish color.

KAGSEGAL

REV 1/18/0507/21/10

(Combining Publicity Specialist I/II (X) and Senior Publicity Specialist)

FLSA and City: nonexempt

CSB 2/9/05

CITY OF LAS VEGAS
CLASSIFIED

CITY OF LAS VEGAS

Senior Publicity Specialist (Continued)

**PUBLICITY SPECIALIST I
PUBLICITY SPECIALIST II**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

~~To plan, coordinate and present public relations information relative to the activities and programs of the Leisure Services Department; and to perform a variety of technical tasks relative to areas of assigned responsibility.~~

DISTINGUISHING CHARACTERISTICS

~~**Publicity Specialist I** This is the entry level class in the Publicity Specialist series. This class is distinguished from the Publicity Specialist II by the performance of the more routine tasks and duties assigned to positions within the series. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.~~

~~**Publicity Specialist II** This is the full journey level class within the Publicity Specialist series. Employees within this class are distinguished from the Publicity Specialist I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, candidates selected have prior experience.~~

SUPERVISION RECEIVED

Publicity Specialist I

~~Receives immediate supervision from the Publicity Supervisor and higher level management staff.~~

Publicity Specialist II

~~Receives general supervision from the Publicity Supervisor and higher level management staff.~~

CITY OF LAS VEGAS

Senior Publicity Specialist (Continued)

~~ESSENTIAL AND MARGINAL FUNCTION STATEMENTS~~ *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

- ~~1. Write and edit reports, news releases, speeches; provide copy for radio and television stations, newspapers, weeklies and periodicals; establish and maintain contacts, and coordinate with newspapers, schools, radio and television stations to disseminate public relations information; represent the Leisure Services Department through personal appearances on television and before groups and organizations for speaking engagements.~~
- ~~2. Assist with disseminating public relations information through audio-visual media, such as newspapers and radio and television, and a variety of formats produced in-house; summarize the radio and television airtime data provided by the stations.~~
- ~~3. Plan and coordinate programs for providing information to the public regarding department activities; design and develop brochures and posters for publicizing activities and special events for assigned department and coordinate their distribution.~~
- ~~4. May plan and coordinate special events such as exhibits and open houses, community fairs and other public gatherings.~~
- ~~5. Participate in creating and maintaining a positive image in the community for the Leisure Services Department.~~
- ~~6. Maintain files of print clippings, radio and television presentations and photographs, and targeted mailing lists.~~
- ~~7. Take photographs of events for department files as needed.~~
- ~~8. Design brochures, newsletters and publications.~~

Marginal Functions:

- ~~1. Interview program participants for articles.~~
- ~~2. Participate in special events or projects as assigned.~~
- ~~3. Assist in developing private sector partnerships, which provide avenues for local businesses to support community activities.~~
- ~~4. Perform related duties and responsibilities as required.~~

CITY OF LAS VEGAS

Senior Publicity Specialist (Continued)

QUALIFICATIONS

Publicity Specialist I

Knowledge of:

- Basic audio and visual techniques.
- Principles of organization and planning.
- Basic public relations principles and practices.
- Creative writing techniques.
- Leisure Services Department's programs.
- Principles of English language usage including correct grammar, spelling, sentence structure and punctuation.
- A second language is helpful.

Ability to:

- Manage multiple tasks.
- Conduct research and apply information to a specific project.
- ~~Produce written documents with clearly organized thoughts using proper sentence structure, punctuation and grammar.~~
- Develop and evaluate community awareness programs.
- Learn the policies and procedures of Leisure Services department.
- Speak in front of large and small groups and on camera.
- Communicate effectively with media organizations, groups and individuals both orally and in writing.
- Write articles for all forms of news media.
- Learn to plan and coordinate public relations information programs and special events.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including city officials and the general public.
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations*
 - *Communicating with others*
 - *Reading and writing*
 - *Operating assigned equipment.*
- Maintain mental capacity which allows the capability of:
 - *Making sound decisions;*
 - *Effective interaction and communication with others; and*
 - *Demonstrating intellectual capabilities.*
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *Sitting for extended periods of time; and*
 - *Operating assigned equipment.*

CITY OF LAS VEGAS

Senior Publicity Specialist (Continued)

Experience and Training Requirements

Experience:

One year of experience in communications, public relations, journalism, marketing or a similar field.

Training:

Equivalent to an Associate degree from an accredited college or university with major in communications, public relations, marketing, journalism or a related field.

License or Certificate

Possession of a valid, appropriate driver's license on the date of application, and maintenance thereafter.

Publicity Specialist II

In addition to the qualifications for the Publicity Specialist I:

Knowledge of:

Composition, typesetting, layout and paste-up process.
Fundamentals of photojournalism.
Audio and visual techniques.
Publication design and layout.
Methods of publicizing department activities to the community.
Media formats and procedures.
Commercial writing and editing techniques.
Policies, procedures and practices of the Leisure Services Department.
Industry recognized methods of publicizing information.
Basic graphic design principles.
Desktop publishing, design and layout procedures.
Basic principles of television production, camera operation and posting.
Leisure Services Department's programs and activities.
Public relations principles and practices.
Computer graphic applications and hardware.
Fundamentals of the printing process.

Ability to:

Create informational brochures, newsletters, and reports.
Plan and coordinate public relations information programs and other special events.
Work independently without direct supervision.
Demonstrate respect and sensitivity for cultural differences.
Create a concept and produce audio-visual materials.

CITY OF LAS VEGAS

Senior Publicity Specialist (Continued)

Experience and Training Requirements

Experience:

Two years work experience in communications, public relations, journalism, marketing, or other similar field, which must include one year of writing experience.

Training:

Equivalent to an Associate degree from an accredited college or university with major course work in communications, public relations, marketing, journalism or a related field.

License or Certificate

Possession of valid, appropriate driver's license on the date of application.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office environment or indoor/outdoor facilities; may be exposed to inclement weather conditions.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time and the ability to distinguish color.

KAG

REV 1/21/05

FLSA and City: nonexempt

CSB 2/9/05

SENIOR GRAPHIC ARTIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

~~To p~~Performs complex graphic arts support tasks for city departments; ~~to prepares~~ preliminary designs through final products; ~~to translates~~ abstract ideas into viable formats for various projects; ~~to performs~~ in a lead capacity, assisting other graphics employees with specialized equipment, software and techniques; and ~~to performs~~ related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Graphic Artist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within the series ~~including leading, planning and reviewing the work, and training of assigned staff.~~ Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level staff.

May act as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results. ~~May exercise functional and technical supervision over graphics staff.~~

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS ~~Essential and other important responsibilities and duties may include, but are not limited to, the following~~

Essential Functions:

1. Provides consultation services to other departments' employees city staff who that perform graphics functions; s. Supports the graphic art technology software packages in use throughout the city, assist employees in their use, advise them how to accomplish the desired results, and complete the projects when they reach the Graphic Arts Division; attends and participates in meetings to provide graphic design support for project publications and print materials.
- 1.2. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and

CITY OF LAS VEGAS
Senior Graphic Artist (*Continued*)

specifications; reviews needs with appropriate management staff; allocates resources accordingly.

~~2.3.~~ Designs brochures, newsletters, publications and forms for city management and departments using a combination of computer and manual methods; meets with clients to discuss client needs; interprets ideas and translates into viable form; presents to staff for review; makes revisions and finalizes project.

~~4.~~ Scan photographs and original art using specialized equipment, adjusting images for balance, contrast and correct color values; manipulate and edit images and create special graphic effects. Processes, modifies and enhances photographic images.
~~; combine multiple images into a single finished product and output film to make printing plates~~

Essential Functions:

~~5.~~ Provide training for city personnel in the use of computer graphics software for assignments; assist with recommending design, processes and layout for print. Provides technical training to other city staff.

~~3.6.~~ Makes recommendations to clients including designs, processes, layout, form, style, content and deadlines for production.

~~7.~~ Coordinates, plans, organizes and produces graphics and related artwork for complex and creatively challenging website projects; transforms data submitted by city departments into final camera-ready form; arranges printing of finished product as necessary.

~~8.~~ Transfers and translates data and graphics submitted by city departments into final graphic formats; designs and develop complex web pages and websites for city departments according to established policies and guidelines.

~~4.~~ transfer and translate data and graphics submitted by city departments into final graphic formats.

~~5.~~

~~6.~~ Design and develop complex web pages and websites for city departments according to established policies and guidelines.

~~9.~~ Archives printed and electronic graphics for future use. Maintain library files on logos, city seals, bulletins and related insignias, past projects, designs, displays, maps and related items for future projects;

~~4.10.~~ Develops forms on computer for departmental use; develops organizational tables, flow charts, timelines and related support forms; maintains charts and graphs related to documents, surveys and reports useful for routine publications.

~~8.~~ Attend meetings to provide graphic design support for project publications and print materials; make recommendations on form, style, content and deadlines for production.

~~6.~~

~~7.11.~~ Monitors levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as

CITY OF LAS VEGAS
Senior Graphic Artist (Continued)

~~needed. Maintain inventory of graphic materials, supplies and equipment as required for assigned projects.~~

~~8.12. Attend seminars and training courses to stay abreast of current trends, processes, software and updates on graphics packages; read trade publications; meet with vendors to stay informed on the latest information in the graphic arts field.~~ Attends seminars and training courses; stays abreast of current trends, processes, software and updates on graphic packages

~~11. Plan and review the work of, and lead and train, graphics staff.~~

~~Verify the work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications, including safety procedures.~~

~~13. Designs, displays and exhibits of various sizes for presentations at public meetings and special city events.~~

~~9.14. Mattes and frames finished artwork when required.~~

~~15. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.~~

Marginal Functions:

1. May attend and participate in committee meetings for a variety of city-sponsored events, may perform assignments related to public relations or presentation of art-related displays.

1.2. Takes, prepares and catalogs photographs

~~Estimate time, materials and equipment required for jobs assigned; requisition materials as required.~~

2.3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Design concepts.

Fundamentals of printing processes.

Theory of color.

Composition, typesetting and layout processes.

Advanced Hypertext Markup Language (HTML)

Rendering and illustration.

Variety of media including ink, pencil, airbrush, watercolor, oil and chalk.

Operational characteristics of computer operating systems.

Occupational hazards and standard safety practices.

Fundamentals of photography.

CITY OF LAS VEGAS
Senior Graphic Artist (*Continued*)

Modern procedures, processes and methods used in hand and computer design.
City and departmental policies and procedures.
Computer graphics programs.

Skills in: Ability to:

- Providing consulting services to employees performing graphics functions in other departments.
- Visualizing abstract ideas and concepts.
- Illustrating ideas in formats for various print forms.
- Following verbal and written instruction.
- Producing original artwork for a wide variety of projects.
- Designing public relations materials.
- Producing designs using computer graphics programs.
- Operating image setting system.
- Operating specialty graphics software programs.
- Working independently in the absence of supervision.
- Advising others on the use of equipment and processes.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.
- ~~Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:~~
 - ~~Walking, standing or sitting for extended periods of time;~~
 - ~~Operating assigned equipment.~~
- ~~Maintain effective audio-visual discrimination and perception needed for:~~
 - ~~Making observations;~~
 - ~~Communicating with others;~~
 - ~~Reading and writing;~~
 - ~~Distinguishing colors and shades; and~~
 - ~~Operating assigned computer, photo processing, and camera equipment~~
- ~~Maintain mental capacity which allows the capability of:~~
 - ~~Making sound decisions;~~
 - ~~Effective interaction and communication with others; and~~
 - ~~Demonstrating intellectual capabilities.~~

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience in traditional graphic design and desktop publishing or web graphic design and website publishing.

Training:

Equivalent to graduation from high school supplemented by course work or specialized training in the graphic arts or printing fields.

WORKING CONDITIONS

Environmental Conditions:

Location: Work in an office environment;-e

Hazards: Exposure to paint and chemical fumes; exposure to computer screens.

Physical Conditions:

~~Essential and marginal functions may require maintaining physical condition necessary for moderate lifting and sitting for prolonged periods of time; the ability to distinguish color.~~

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time;*
- *Moderate lifting; -and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors;- and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SMMSEGAL

Revised 03/06/0607/20/10

FLSA & City: nonexempt

CSB 6/14/06

Segal 07/20/10

AUDIO-VISUAL-TELEVISION PRODUCTION SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job

DEFINITION

~~To manage or p~~Participates in all phases of pre-, post and field production of cable television programming; and ~~to performs~~ related duties and responsibilities.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the series and is distinguished from the entry level Videographer by the addition of client relations and complete production responsibilities, including audio, graphics, linear editing, scripting, talent selection and final post-production.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level staff.

May exercise functional and technical supervision over technical staff. May act as a lead worker on a project basis, exercising functional or technical supervision, including providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—Essential and other important responsibilities and duties may include, but are not limited to, the following.

Essential Functions:

1. Serves as ~~producer or co-producer~~ of the city's public information cable television programs and projects; manages or participates in all phases of pre-, post and field production, including talent selection, audio, graphics, and final post-production. ~~photography, taping, audio, lighting, graphics and editing.~~
2. Serves as ~~lead~~chief editor for assigned productions, ~~using state-of-the-art editing techniques,~~ including linear and non-linear editing, adjusting timing, adding music and creating transitions.
3. Reviews all broadcasts for compliance with station procedures, FCC regulations and appropriate audio levels and visual clarity, making adjustments as required and/or advising of deviations from standards.
3. ~~Develop and implement the visual signatures for department programming.~~

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Audio-Visual Television Production Specialist (continued)

~~4. Create visually appealing computer-generated graphics for use in productions using state-of-the-art technology.~~

~~5.4. Develops program and presentation concepts; meet with department staff to determine preliminary plan and translates concepts into final program content, in the form of a script or story layout, and production aesthetics form.~~

5. Manages client relations throughout program content development, production and post-production processes.

6. Coordinates production efforts with staff producers and occasionally with external Audio-Visual Specialists.

7. Directs the technical aspects of a broadcast including operating-coordinating multiple cameras, audio and video sources.

~~6. Supervise productions from concept to completion including client relations, scripting, talent selection, shooting and final post-production.~~

7. Assists in the development and design of production facilities.

8. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitions materials as needed. Assess and recommend equipment, supplies and computer software purchases.

9. Provides audio-visual services and support for city board and commission meetings and city-sponsored events, including live City Council meetings.

10. Checks that sound and lighting equipment and cameras are in good working order; sets up and takes down equipment.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Techniques and equipment used in state of the art television production.

Principles and practices of televised public information programming.

Methods and practices of researching, developing and editing informational programming.

Equipment and techniques used in creating audio-visual television productions.

Various video production procedures, broadcast production techniques and related systems and equipment.

Applications and uses of technical audio and video production equipment.

Professional broadcasting camera operation including field shooting and studio operation.

Audio design systems.

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Audio-Visual Television Production Specialist (continued)

Audio and lighting system theory and design.
Principles and techniques of project management.
Practices and standards of the broadcast industry.
Federal Communications Commission quality standards.
All aspects of state of the art videography including lighting, audio and shot composition.

Skills in: Ability to:

~~Lift and carry up to 60 pounds.~~

~~Operating, maintaining and adjusting video, audio, computer editing and remote production equipment.~~

~~Operating and adjusting lighting systems and equipment.~~

~~Operating a hand-held or tripod-mounted broadcast video camera, both in the field and in the studio.~~

~~Overseeing operation of mobile production truck.~~

~~Communicating clearly and concisely, both orally and in writing.~~

~~Establishing and maintaining effective working relationships with those contacted in the course of work.~~

~~Maintain effective audio-visual discrimination and perception needed for:~~

~~———— *Making observations*~~

~~———— *Communicating with others*~~

~~———— *Reading and writing*~~

~~———— *Operating assigned equipment.*~~

Ability to:

~~Maintain mental capacity which allows the capability of:~~

~~———— *Making sound decisions*~~

~~———— *Demonstrating intellectual capabilities.*~~

~~Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:~~

~~———— *Sitting or standing for extended periods of time*~~

~~———— *Operating assigned equipment.*~~

Experience and Training Requirements

Experience:

~~One-Four~~ years of progressive experience in video photography and production including pre- and post-production activities.

Training:

~~Equivalent to an bachelors associates~~ degree from an accredited college or university with a major ~~Some college coursework~~ in communications, broadcasting, television, film, television production, journalism, marketing, public relations or a related field.

License or Certificate

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Audio-Visual Television Production Specialist (continued)

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Special Requirements

Must be able to work an alternate work schedule, including Saturdays and occasionally Sundays.

WORKING CONDITIONS

Environmental Conditions:

Location: Field and studio environments; travel from site to site;

Hazards: ~~e~~Exposure to inclement weather conditions, dust, and noise and risk of electric shock. ;

Physical Conditions:

~~Essential and marginal functions may require: maintaining physical condition necessary for moderate to heavy lifting, sitting, standing, walking, bending, crouching for prolonged periods of time; operating a motorized vehicle.~~

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- ~~-- Walking, standing, bending, crouching or sitting for extended periods of time;~~
- ~~-- Moderate to heavy lifting; and~~
- ~~-- Operating assigned equipment.~~

Maintaining effective audio-visual discrimination and perception needed for:

- ~~-- Making observations;~~
- ~~-- Communicating with others;~~
- ~~-- Reading and writing;~~
- ~~-- Distinguishing colors, shades, sounds and movement; and~~
- ~~-- Operating assigned equipment.~~

Maintaining mental capacity which allows the capability of:

- ~~-- Making sound decisions;~~
- ~~-- Effective interaction and communication with others; and~~
- ~~-- Demonstrating intellectual capabilities~~

ARBSEGAL

REV 8/15/0707/12/10 (~~removed telecommunications from education section~~formerly Audio-Visual Production Specialist)

FLSA and City: nonexempt

CSB: 2/10/99

Approved 8/15/07

VIDEO CONTROL OPERATOR~~VIDEO PROGRAMMING TECHNICIAN~~

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To program and maintain an automated video playback system to run daily television programming as scheduled; and to perform tasks related to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from higher-level management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—Essential and other important responsibilities and duties may include, but are not limited to, the following.

Essential Functions:

1. Programs and maintains an automated video playback system to run daily programming for the city's government access television channel as scheduled.
2. Obtains satellite feeds of programming and formats the programming for the automated server.
3. Updates the programming schedule to adjust for changes in the content and the length of programming; distributes the printed schedule and updates the schedule where it appears electronically.
~~printed schedule and distribute; maintain programming logs.~~
- ~~2.4. Creates and updates video graphic and text pages using a PC or a character generator.~~
- ~~3.5. Operates video equipment of various formats to produce dubs and edit programming in preparation for playback.~~
6. Controls the air feed for live productions.
7. Handles requests for copies of programming; creates and maintains a duplicate copy of all in-house productions.
8. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
9. Assists with studio production of videotaping meetings and other productions.

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Video Programming Technician Control Operator (continued)

10. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations.

~~4.11. Locates, reviews and recommends outside programming and screens for content and quality.~~

~~5. Catalog and index taped programs and maintain tape library.~~

~~6. Assist with videotaping City Council meetings, Planning Commission meetings and studio productions.~~

~~7.12. May be required to respond to equipment malfunctions during evening and weekend hours.~~

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Automated video playback system operation.

Television scheduling practices and priorities.

Basic professional video operations, video and audio editing, television equipment operation and computer operation.

Desktop publishing software for video graphic and text layout.

Basic cable television practices and policies.

Basic television programming rights, fees and acquisition practices.

Principles and practices of record keeping.

Basic cataloging techniques and practices.

Skills in: Ability to:

Programming and operating an automated video playback system.

Scheduling programming according to established policy.

Operating semi-automated video systems.

Operating desktop publishing software.

Cataloging and maintaining tape library.

Screening programming for appropriate content and quality.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

————— *Making observations;*

————— *Communicating with others;*

————— *Reading and writing; and*

————— *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

————— *Making sound decisions;*

CITY OF LAS VEGAS

Video Programming Technician/Control Operator (continued)

~~----- Effective interaction and communication with others; and
----- Demonstrating intellectual capabilities.~~

~~Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:~~

~~----- Sitting for extended periods of time; and
----- Operating assigned equipment.~~

Experience and Training Requirements

Experience:

Some experience operating and maintaining an automated video playback system and in television program scheduling, or one-year experience as a video editor, master control operator, tape operator or production control technician.

Training:

~~Equivalent to an a~~Associate's degree from an accredited college or university with major in television production, information systems or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

WORKING CONDITIONS

Environmental Conditions:

Location: Office and television production studio environments.

Hazards: ~~;~~ Exposure to computer screens and television monitors and risk of electric shock.

Physical Conditions:

~~Essential and marginal functions may require: maintaining physical condition necessary for sitting for prolonged periods of time; occasional heavy lifting.~~

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

~~----- Walking, standing or sitting for extended periods of time;
----- Occasional heavy lifting; and
----- Operating assigned equipment.~~

Maintain effective audio-visual discrimination and perception needed for:

~~----- Making observations;
----- Communicating with others;
----- Reading and writing; and
----- Operating assigned equipment.~~

Maintain mental capacity which allows the capability of:

~~----- Making sound decisions;
----- Effective interaction and communication with others; and~~

CITY OF LAS VEGAS

| Video Programming Technician Control Operator (*continued*)

| -- Demonstrating intellectual capabilities.

| ARBSEGAL

| REV 2/17/05/7/12/10 (formerly Video Programming Technician)

| FLSA and City: nonexempt

| CSB 3/9/05

VIDEO PRODUCTION ENGINEER SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Designs, researches, procures, installs, maintains and repairs all television production equipment, software and workflow. Maintains the physical, technical and information technology systems of KCLV the city's television broadcast facility. To perform a variety of technical support duties in the production of broadcast ready videos including pre and post production work; and to perform a variety of technical tasks to produce video informational presentations, training programs and testing exercises for the Department of Fire Services; provide technical expertise and produce video projects for other departments as assigned.

SUPERVISION RECEIVED

Receives general supervision from the Senior Video Production Specialist Cable Station Manager or other management staff.

May acts as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Performs a variety of tasks for production including site selection, determining appropriate lighting conditions, checking sites for power availability and accessibility, assisting with auditioning actors and narrators, selecting music, writing scripts and participating in rehearsals.
~~1. ; make site selections for remote shootings; check site for power availability and accessibility; determine natural lighting conditions and arrange for auxiliary equipment; set up props and position participants.~~
2. Operate video cameras; dDetermines shot composition; monitors microphone sound levels during production; sets up computerized teleprompter equipment to display script; monitors all broadcasts for compliance with station procedures, FCC regulations and appropriate audio levels and visual clarity, making adjustments as required and/or advising of deviations from standards.adjust equipment for panning, zooming and focusing on subjects; set up lighting systems using filters, gels, reflectors, clamps and related apparatus to ensure desired effect.

CITY OF LAS VEGAS

Video Production Engineer Specialist (continued)

~~Operate audio equipment; monitor microphone sound levels during production; make adjustments to ensure clarity of voice and music program and set up computerized teleprompter equipment to display script for taping.~~

~~4. Assist with auditioning actors and narrators; select appropriate music for production; write and block scripts; assist and participate with rehearsals prior to production.~~

~~5.3. Reviews video footage to determine best takes; edits tapes; dubs audio and video tapes; prepares final version for review.~~

4. Participates in the preparation and administration of the division or function budget. Submits budget recommendations.

5. Directs the technical aspects of a broadcast including operating multiple cameras.

6. Assists with operating professional grade video, audio and lighting equipment and information technology systems to shoot state of the art video in the field, studio and remote locations.

7. Edits and encodes programming for web-based content and other projects.

~~Transports sound and lighting equipment to remote locations; sets up and takes down; secures cameras and related apparatus to and from production sites.~~

8. Transports sound and lighting equipment to remote locations; sets up and takes down; secures cameras and related apparatus to and from production sites.

Provides technical training to other city staff.

~~6. Transport sound and lighting equipment to remote locations; set up and take down; secure cameras and related apparatus to and from production sites.~~

~~5.—~~

~~7.~~

~~Operate video equipment for City Council and other public meetings; make required technical adjustments to sound and lighting equipment; operate remote controlled cameras, switches and audio mixers in the process of televising public meetings for government access channel.~~

~~9.~~

Essential Functions: (continued)

~~8. Provides technical training to other city staff.~~

~~10. Develops software for computerized simulators used for fire training and testing exercise; meet with training staff to determine needs and advise on technical aspects of projects.~~

9.10. Performs routine maintenance and minor repairs on audiovisual and related equipment; —Maintains computer hardware at Fire Training Center.; perform routine servicing and minor repairs on related electronic equipment.

11. Provides functional and technical supervision of the production crew preparing and executing video programming including the video, audio and technical direction of filming.

CITY OF LAS VEGAS

Video Production Engineer Specialist (continued)

12. Coordinates the production and content of programming with elected officials, city department heads and other external clients.

10.13. Maintains a directory for a variety of records and files.

14. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and required to accomplish goals and objectives, and requisitions materials as needed.

~~Maintain computer-assisted video library; maintain directory of tapes and completed productions.~~

Marginal Functions:

~~1. Assist in selecting audio and video equipment; recommend upgrades on equipment; stay abreast of latest equipment and processes used in video production.~~

~~2. Perform routine maintenance on audio visual equipment, copier machine and related equipment.~~

~~3. —~~

3.1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics of video and audio equipment.

Principles of video production.

Methods and techniques of operating cameras including shot compositions, rack focusing, zooming, iris setting and other related techniques.

Modern cameras, lenses and related video apparatus.

Modern lighting and sound systems.

Audio and visual special effects.

Methods and techniques for editing and dubbing tapes.

Computer software development.

Tools, equipment, practices and methods used to install and maintain computer and electronic equipment.

Script writing.

Occupational hazards and safety practices.

Effective sound and lighting methods and techniques.

Skills in: Ability to:

Operating and maintaining audio and video equipment.

Maintaining and repairing electronic equipment, computers, sound and lighting systems and related equipment.

Producing broadcast-ready video presentations.

Developing abstract ideas from conceptualization to visual presentation.

CITY OF LAS VEGAS

Video Production Engineer Specialist (continued)

Ability to: (continued)

Working independently without close supervision.

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

~~Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:~~

~~————— Walking, standing or sitting for extended periods of time~~

~~————— Operating assigned equipment.~~

Maintain effective audio-visual discrimination and perception needed for:

~~————— Making observations~~

~~————— Communicating with others~~

~~————— Reading and writing~~

~~————— Operating assigned equipment.~~

Experience and Training Requirements

Experience:

At least four years of experience in electronic maintenance, preferably in broadcast engineering. Two years of responsible experience in the field of video production.

Training:

Equivalent to graduation from high school supplemented by specialized training in audio and video production.

License or Certificate:

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Current FCC broadcast license required.

Special Requirements:

Must be available 24/7 via phone to respond to hardware and software failures of equipment critical to operations and workflow.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; -tTravel from site to site.

Hazards: -eExposure to high volume lighting and sound equipment and risk of electric shock.;

CITY OF LAS VEGAS

Video Production Engineer Specialist *(continued)*

Physical Conditions:

~~Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for prolonged periods of time; moderate lifting; bending, kneeling and climbing; exposure to electrical hazards; work from heights; operate equipment; distinguish colors, shades, sounds and movement.~~

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, climbing, -standing, bending, kneeling or sitting for extended periods of time;*
- *Moderate lifting;*
- *Work in high, precarious places; -and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors, shades, sounds and movement; -and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others, and*
- *Demonstrating intellectual capabilities.*

Approved 8/11/93.

SEGAL

REV 07/12/10 (formerly Video Production Specialist)

ARB 9/13/10

CSB:

VIDEOGRAPHER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Operates professional grade video, audio and lighting equipment to shoot state of the art video in the field, studio and remote locations for television shows and other assignments. Assists in the production of finished product.~~To assist with producing video programming for the Communications Office by shooting and editing professional quality video; to perform related duties and responsibilities.~~

SUPERVISION RECEIVED

Receives direct supervision from higher level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS~~—Essential and other important responsibilities and duties may include, but are not limited to, the following:~~

Essential Functions:

1. Operates professional grade video, audio and lighting equipment to shoot state of the art video in the field, studio and remote locations for television shows and other assignments;
- 1.2. assist in the production of finished product. Performs on-camera interviews; learns about different subject matters for interviews; asks informed and relevant questions during interviews.
2. Determine shot composition, adjust equipment for panning, zooming and focusing on subjects, set up lighting systems using filters, gels, reflectors, clamps and related apparatus to achieve desired effect.
3. Determines shot composition; monitors microphone sound levels during production; make adjustments to ensure clarity of voice and music and sets up computerized teleprompter equipment to display script; monitor all broadcasts for appropriate audio levels and visual clarity, make adjustments as required. .
4. Assists with the technical aspects of a broadcast including operating multiple cameras.
- 4.5. Performs basic editing to match script; dubs audio and video; prepares final version for review.
6. Produces text for teleprompter and graphics to enhance programming as necessary.

CITY OF LAS VEGAS
Videographer (*continued*)

5.7. Transports sound and lighting equipment and cameras to location; sets up and takes down equipment.

~~Assist with maintaining computer-assisted records, files and tape library.~~

6.8. Assists with maintaining a directory for a variety of records and files.

7.9. Provides technical training on production and editing to other city staff. Train and advise staff on techniques and equipment used in production and editing.

~~8.10. Cleans~~ Perform cleaning and performs preventative maintenance on audiovisual equipment.

11. Provides audio-visual services and support for city meetings and city-sponsored events.

~~9. Plan and schedule maintenance on city vehicles used by the Office of Communications.~~

~~10.12. Order supplies needed for production. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations.~~

13. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition; schedules maintenance on vehicles used by the Office of Communications.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

All aspects of state of the art video production, including lighting, audio and shot composition. Techniques and equipment used in editing.

Skills in: Ability to:

Operating a broadcast video camera, both hand-held and using a tripod.

~~Lifting and carrying 60 pounds.~~

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

~~Maintain effective audio-visual discrimination and perception needed for:~~

~~———— *Making observations;*~~

~~———— *Communicating with others;*~~

~~———— *Reading and writing; and*~~

~~———— *Operating assigned equipment.*~~

~~Maintain mental capacity which allows the capability of:~~

~~———— *Making sound decisions; and*~~

CITY OF LAS VEGAS
Videographer (*continued*)

~~_____ Demonstrating intellectual capabilities.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:~~

~~_____ *Sitting for extended periods of time; and*
_____ *Operating assigned equipment.*~~

Experience and Training Requirements

Experience:

~~At least five~~Three years of experience with a television station, network, affiliate or production facility.~~One year of experience working as a videographer/editor for a television network, affiliate or production facility.~~ Non-linear editing experience is desirable.

Training:

~~Equivalent to an associate degree from an accredited college or university with major~~Some college coursework in video production, communications, broadcasting, film, media services, television production, photography or a closely related field.

License or Certificate:

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Special Requirements:

Must be able to work an alternate work schedule, including Saturdays and occasionally Sundays.

WORKING CONDITIONS

Environmental Conditions:

Location: Office and field environments.

Hazards: ; eExposure to inclement weather conditions, dust, noise and risk of electric shock.;

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

~~_____ *Walking, standing, or sitting for extended periods of time;*
_____ *Very heavy lifting;-- and*
_____ *Operating assigned equipment.*~~

Maintaining effective audio-visual discrimination and perception needed for:

~~_____ *Making observations;*
_____ *Communicating with others;*~~

CITY OF LAS VEGAS
Videographer (*continued*)

- Reading and writing;
- Distinguishing colors, shades, sounds and movement;; -and
- Operating assigned equipment.

Maintaining mental capacity which allows the capability of:

- Making sound decisions;
- Effective interaction and communication with others; -and
- Demonstrating intellectual capabilities.

~~Essential and marginal functions may require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time; very heavy lifting; driving a motorized vehicle.~~

SMMSEGAL

REV 8/14/06/12/10

FLSA and City: nonexempt

CSB 9/13/06

CIVIL SERVICE BOARD MEETING SIGN IN SHEET

Date. DECEMBER 8, 2010

Signature

Organization

~~Thomas Miramontes~~
Keller
Glenn Hous
THOMAS MIRAMONTES

LUFR
LUFR
CLV-H.R
LUFR