



## POSITION VACANCY NOTICE

### CITY OF KETCHIKAN

Date: February 2, 2024

#### SPECIFICS

TITLE: IPTV Camera Technician			
DEPARTMENT:	KPU	DIVISION:	Sales, Marketing & Cust. Service
STATUS:	Regular Full-Time	HOURS/DAYS:	Hours & Days of work vary
GRADE / STEP:	255 A – H	DUTIES:	See attached job description
HOURLY:	\$29.00 - \$32.18/Hour DOQ	UNION STATUS:	Yes
<b>Special Requirements:</b>  Successful applicant will be required to work a flexible work schedule, which includes evenings, weekends, and holidays. Hours of work will be based on events that need to be filmed. Possession of a valid Alaska driver's license or ability to obtain upon hire			

#### ADVERTISING REQUIREMENTS

POSITION IS OPEN UNTIL FILLED	
WHERE:	Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/>
WHO:	Major papers in specified area: Ketchikan Daily News Special agencies/associations: Local Schools; Job Service
OTHER:	City of Ketchikan Website

#### APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:  
HUMAN RESOURCES (907) 228-5631 OR ON-LINE AT <http://www.ktn-ak.us/jobs>

**CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER**

## **IPTV CAMERA 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.*

### **SUMMARY DESCRIPTION**

Under general supervision, performs a variety of duties related to the planning, direction, production and delivery of local content of the Telecommunications Division IPTV and other telecommunications products and services.

The IPTV Camera Technician is responsible for providing assistance and support for various aspects of KPU Telecommunications IPTV services. This position must perform these duties in a manner that reflects positively on the division.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Works with local organizations to develop and establish local programming suitable for airing on KPU's IPTV service, including local sports, and local events.
2. Plans, conceptualizes and produces special events for local content.
3. Plans, organizes, and executes technical set-up for livestreaming events at the Borough, City, high school ballfields and others.
4. Actively participates in the filming and editing of local content.
5. Uploads completed edited work into IPTV system. Video-on-Demand server, including appropriate labeling.
6. Works with Telecommunications staff to maintain local content video equipment and software.
7. Supervises and trains temporary camera operators, including high school technology students.
8. Maintains data base of all local content archived for future use.
9. Produces sneak peeks for social media purposed of relevant programs.
10. Assists with the marketing and sales for IPTV services and other KPU Telecommunications products and services.
11. Provides back up to other telecommunications marketing staff.
12. Performs related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Contract language and administration.

Principles, practices, and techniques of marketing.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

The operation of technical equipment related to television production, including satellites, receivers, and other equipment.

Technology-based products and services, including internet service, telephony service, television production, and television delivery services.

**Ability to:**

Negotiate and administer contracts.

Educate customers on various IPTV and telecommunications products and services available through KPU.

Compile data, maintain records and files, and participate in the preparation of administrative or technical reports.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in business, economics, accounting, telecommunications, or a related field. Experience in contract negotiation and management may be substituted for education.

**Experience:**

Two years of increasingly responsible contract administration, customer service, or sales experience.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting with some travel from site to site; regular contact and interaction with telecommunications personnel and customers; frequent interaction with program content providers, industry organizations, manufacturers, vendors, and consultants.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to travel; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

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**Hearing:** Hear in the normal audio range with or without correction.

Grade: 2-55

Union: Yes/KPU

FLSA: Non-Exempt

Date Approved: February 2005

Date Amended: March 16, 2005

Date Amended: June, 2007 (*Johnson & Associates*)

Date Amended: August 2019

Date Amended: February 2024

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Human Resources Manager Approval

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City Manager Approval