

**ORDINANCE NO. 105-21**

**AN ORDINANCE AMENDING SECTIONS 31.05 AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE CABLE TV DEPARTMENT, TECHNICAL OPERATIONS POSITION, AND DECLARING AN EMERGENCY.**

**WHEREAS:** Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows:

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Cable TV Executive Director/General Manager	16 A-F
1	Cable TV Operations Director	12 A-F
2	Cable TV Production Assistant (part-time)**	Sec. 31.02(B)(9)
1	<b>Assistant Producer/Technical Operations Director*</b>	<b>3 A-F / 8 A-F***</b>

Note: All Cable TV positions are appointed by and under the direction of the ACCESS Commission.

\*Jointly funded position with Medina City Schools. See Agreement authorized by Ord. 246-06, 101-17.

\*\*The position of Production Assistant may be filled by more than one person not to exceed twenty-nine (29) hours per week combined.

\*\*\***Assistant Producer/Technical Operations Director Position to be paid at pay grade 8 A-F – effective January 1, 2018.**

Ord. 54-04, 246-06, 187-14, 54-16, 101-17

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:**

**SEC. 1:** That Section 31.05 of the Salaries and Benefits Code of the City of Medina Ohio shall be amended to read in part as follows:

**CABLE TV**

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Cable TV Executive Director/General Manager	16 A-F
1	Cable TV Operations Director	12 A-F
2	Cable TV Production Assistant (part-time)**	Sec. 31.02(B)(9)
1	<del>Assistant Producer</del> /Technical Operations Director*	<del>3 A-F / 8 A-F***</del> 14 A-F ***

Note: All Cable TV positions are appointed by and under the direction of the ACCESS Commission.

\*Jointly funded position with Medina City Schools. See Agreement authorized by Ord. 246-06, 101-

17.

\*\*The position of Production Assistant may be filled by more than one person not to exceed twenty-nine (29) hours per week combined.

\*\*\*Assistant Producer/Technical Operations Director Position to be paid at pay grade ~~8 A-F~~ 14 A-F – effective ~~January 1, 2018~~ July 1, 2021.

Ord. 54-04, 246-06, 187-14, 54-16, 101-17, **105-21**

**SEC. 2:** That the amended job description for the Technical Operations Director is hereby adopted, marked Exhibit A, attached hereto and incorporated herein.

**SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

**SEC. 4:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason this change is to take effect July 1, 2021; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

**PASSED:** June 28, 2021

**SIGNED:** John M. Coyne, III  
President of Council

**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** June 29, 2021

**SIGNED:** Dennis Hanwell  
Mayor

**THE CITY OF MEDINA  
JOB DESCRIPTION**

ORD. 105-21  
Exh. A

**TITLE:** Assistant Producer/Technical Operations Director  
**REPORTS TO:** Cable TV Executive Director/General Manager  
**DEPARTMENT/DIVISION:** Cable  
**CIVIL SERVICES STATUS:** Classified  
**JOB STATUS:** Full-time  
**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** The individual in this classification performs a variety of pre-production, production and post-production duties under the direct supervision of the Cable TV Executive Director/General Manager. The position requires the ability to accept a production project from inception to completion with no additional training or guidance, as well as the ability to assist in the supervision and training of volunteers in production situations. The individual will also oversee and manage the usage of the Medina Performing Arts Center (PAC) in all technical aspects and operating conditions operations for school, community and professional events that take place at PAC.

**ESSENTIAL JOB FUNCTIONS:**

Works with city, school, county and community representatives to ensure appropriate and useful information for the ~~Community Television Services~~ MedinaTV and use of the Medina Performing Arts Center.

Creates and develops set or scene designs for productions at MedinaTV or Performing Arts Center.

Handles production of studio and remote location tapings for broadcast on Medina Cable Access.

Edits Public Service Announcements, promotions and programs for broadcast.

Develops relationships with various departments and agencies for programming on television channels.

Acts as liaison among the city, schools and community on behalf of MedinaTV and the Performing Arts Center

Promotes the development, delivery and growth of Access television in Medina.

Maintains the electronic bulletin boards as well as the Emergency Alert System.

Maintains and updates box office computer system for the Performing Arts Center.

Handles ticket sales for PAC events.

Operates PAC ticket office during available office hours.

Ensures the efficient operation of the PAC and related functions.

Maintains regular and consistent attendance.

Assists in developing/maintaining the website for ~~community television services~~ MedinaTV and the PAC, and explores avenues for use of the Internet.

Updates and uses Social Media to promote both the PAC and Medina TV.

Informs residents of news and information regarding MedinaTV and the PAC using Social Media and various websites.

Able to search and explore grant opportunities for MedinaTV and the Performing Arts Center.

Works in conjunction with the local cable company to ensure the best product for viewers (i.e., live feeds, emergency announcements and satellite and program feeds).

Maintains wiring and equipment installation at facility and remote locations for both MedinaTV and the PAC.

Manages all equipment owned and operated by PAC.

Manages usage of Performing Arts Center spaces and Middle Stage facility.

Works with maintenance and custodial of MCS to keep the PAC operating at its fullest potential.

Makes recommendations pertaining to the purchasing of equipment for PAC.

Supervises ~~all technical support~~ staff at the PAC.

Collects and submits timesheets of PAC staff.

Schedules and assigns ~~technical support~~ staff to events in the PAC and Middle Stage.

Is the first Contacts for renters of the PAC to schedule and assign staff to ensure ~~technical~~ all needs are met for their rental request.

Responsible for training and certifying ~~technical~~ all support staff with facility operations.

Serves as Operations Director when working in the PAC.

Ensures that the policies and procedures of PAC are followed at all times.

Recruits and trains volunteer and student producers and production personnel.

Oversees facility management ~~in the absence of the PAC office manager~~ and handles scheduling of PAC events including scheduling conflicts.

Must work hand in hand with information technology to meet the needs of renters of the PAC and Middle Stage.

Is the emergency person on-call for all Performing Arts events unless otherwise noted.

Works with the local news outlets to provide information to the media that will assist in program design and production.

Handles all marketing aspects of the PAC for events and the facility.

Attends meetings of the Advisory Commission on Communication Enhancement Support Services (ACCESS) Committee to provide input at meetings relative to the operation of the production facilities and the Performing Arts Center.

Able to perform the physical demands that include but are not limited to having the strength and agility sufficient to lift and maneuver video equipment and television design sets throughout the day, along with the ability to spend a large part of each working day standing and walking and transporting/ handling equipment up to 100 pounds with the ability to push and pull equipment up to 500 pounds. Able to stand, bend, stoop, crawl, squat, lift, kneel and reach occasionally throughout the work day.

#### EDUCATION, TRAINING AND EXPERIENCE:

Possession of a Bachelor's degree or equivalent from a four-year college or university.

Five years' experience in theater technology.

Experience as a producer of broadcast, independent or public access programming with an understanding of the potential of community utilization of cable television.

Experience in theater production.

Some supervisor or teaching experience and experience in public speaking as well as experience in lighting for studio and remote locations.

#### QUALIFICATIONS:

Knowledge of:

- Cable television industry and the City of Medina ACCESS philosophy; and
- Field production techniques and principles.

Skilled in:

- Working in a cooperative and encouraging manner with community members, City school employees and students;
- Representing the City, school system and community in a favorable light;
- Operating a variety of theatre equipment including a DMX lighting control console, lighting instruments, sound control console, audio processing equipment, wireless microphones, acoustic concert shell, fly system and computerized box office software; and

- Operating a variety of professional video production equipment, including video cameras, video switching equipment, lighting equipment, microphones and audio control devices, editing systems, computer graphic systems and other related peripherals.

Ability to:

- Maintain good taste and judgment in all production activities;
- Update and maintain websites;
- Handle a wide range of professional video equipment;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Operation of basic cable and public access channels; and
- Understand and follow oral and written instructions.

ENVIRONMENTAL ELEMENTS:

The majority of the time is spent working indoors but at times the work performed may involve working outside in various weather conditions. The position includes a high incidence of interaction with school and City employees, students and citizens.

WORKING CONDITIONS:

This position requires working various hours including weekends. May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: \_\_\_\_\_

DATE: \_\_\_\_\_