

.....
Class Specifications for the Class:TELEVISION PRODUCTION SERVICES SUPERVISOR
(TELEVISION PROD SVCS SUPVR)Duties Summary:

Plans and organizes studio and remote television production operational functions and trains and supervises television production technicians; serves as senior production technician; directs selected television productions; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by its immediate, overall responsibility for television production operational functions involving trained production crew members, set up and maintenance of production facilities, and serving as senior production technician. The position in this class also directs selected television productions which are normally of limited complexity.

The work of this class is performed in accordance with general supervision, detailed instructions as appropriate and standard operating procedures. Operational functions are coordinated with producer/directors and engineering personnel.

Examples of Duties:

Interviews, selects and hires production crew members; trains subordinates in such operational functions as video camera operation, switching, audio operation, lighting, floor managing and operation, projection, and set assembly; evaluates work performance of subordinates; serves as senior production technician; supervises facilities set up of all programs produced in studio or on remote location, in association with producer/directors; surveys sites and plans facilities and set up of remote telecasts in association with producer/directors and engineering personnel; initiates and makes purchase of production supplies; assures maintenance of studio and remote production facilities in association with engineering personnel as required; directs selected television productions.

Knowledge and Abilities Required:

Knowledge of: Principles, practices and techniques of television production,

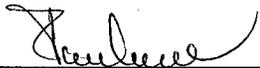
including camera operation, lighting, projection, audio, switching, set assembly, and floor management; principles and practices of supervision; principles, practices and techniques of television direction.

Ability to: Plan, organize, coordinate, direct and evaluate the work of television production technicians to fulfill studio and remote positions; supervise facilities set up; direct television productions; work well with producer/directors, engineering personnel and others; learn purchasing procedures; oversee the upkeep of production facilities and inventory of supplies and equipment.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class TELEVISION PRODUCTION SERVICES SUPERVISOR by the Department of Education Civil Service system.

DATE APPROVED: JAN 24 2007

EFFECTIVE DATE: JUL 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources