



**Code: 0937**  
Family: Public Relations and Creative Arts  
Service: Administrative  
Group: Clerical, Accounting, and General Office  
Series: Audio-Visual

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## **CLASS TITLE: SUPERVISING VIDEOGRAPHER**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, functions as a working supervisor, responsible for operating and supervising staff engaged in operating video cameras and related equipment to tape the images and sound of events and program segments for airing on the City's cable channels, and performs related duties as required

### **ESSENTIAL DUTIES**

- Coordinates and schedules field assignments of subordinate staff to ensure the efficient use and allocation of staff, vehicles and video camera equipment
- Provides direction and trains staff on videotaping techniques and practices
- Video tapes city scenes (e.g., the lakefront, cultural institutions, residential neighborhoods, industrial, financial and commercial centers) for editing into a program
- Video tapes aerial shots of the city, as required
- Evaluates videotape shot by staff to provide quality control over video productions
- Drives to field locations for video shoots and sets up lighting and audio equipment for videotaping sessions
- Collaborates with creative staff on subject matter in order to accurately capture information on video and shoot video footage
- Prepares narrative reports summarizing activities of subordinate staff
- Makes recommendations regarding the purchase of video cameras and related equipment

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with an Associate's Degree or 60 credit hours in Television Production, Film/Video, Communications or a directly related field, plus three years of work experience as a video camera operator or an equivalent combination of education, training and experience

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required

### **WORKING CONDITIONS**

- General office environment
- Television editing room environment
- Exposure to cramped, noisy, dirty, or unpleasant surroundings
- Exposure to inclement weather conditions

## EQUIPMENT

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanners)
- Video cameras and related equipment (e.g., portable audio mixers, wireless microphones, lighting systems)

## PHYSICAL REQUIREMENTS

- Heavy lifting (up to 75 pounds) is required

## KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

### Knowledge

Moderate knowledge of:

- \*television studio operations and equipment
- \*video and audio equipment
- \*lighting equipment

Some knowledge of:

- \*applicable computer software packages
- \*geographical locations in the City

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Senior Videographer class

### Skills

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
  - \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
  - MANAGEMENT OF MATERIAL RESOURCES – Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
  - MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop, and direct people as they work and identify the best people for the job
  - TIME MANAGEMENT – Manage one’s own time or the time of others
  - \*TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it
- Other skills as required for successful performance in the Senior Videographer class

### Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem

- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other abilities as required for successful performance in the Senior Videographer class

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- STAMINA – Demonstrate energy and stamina to accomplish work tasks
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems

Other characteristics as required for successful performance in the Senior Videographer class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
January, 2013