

CLASS SPECIFICATION

Media Assistant

GENERAL PURPOSE

Under general supervision, this position will assist the Media & Communications Division in providing media support to staff, and perform basic graphic design; layout; take digital photographs; create PowerPoint slide shows; create short videos; illustrative work – including preparing charts, diagrams, and maps; typesetting; scanning; preparing digital artwork printing; office duties such as filing; and a variety of assigned related tasks.

DISTINGUISHING CHARACTERISTICS

This class differs from other media positions in that the incumbent will be assisting with complex level work and preparing simple and less complex drawings, designs and forms in addition to general office responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Utilizes a PC computer and specialized graphics software to create graphic designs, photographs, artwork, PowerPoint slides shows, and short videos.
2. Performs general office duties such as filing, maintaining records, and reproducing documents and records.
3. Prepares simple and less complex drawings, designs and forms.
4. Assist in preparing layouts, newsletters, fliers, and booklets in accordance to information and instructions provided.

OTHER DUTIES

1. Assists in the production of displays, signs, maps, charts, displays, banners and exhibits.
2. Takes photographs for internal clients.
3. Handles communication for Media & Communications Division including letters, faxing, and main switchboard duty.

QUALIFICATIONS

Knowledge of:

1. Graphics arts, media and related terminology.
2. Modern office systems and procedures.

3. Digital media software programs.
4. Typography and color principles.
5. Telephone, office and online etiquette.

Ability to:

1. Follow oral and written instructions.
2. Perform basic clerical and non-clerical tasks.
3. Type 40 wpm.
4. Communicate clearly and concisely both orally and in writing.
5. Utilize a computer and specialized media software and computer peripherals.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is by taking college level media courses or working as a graphics designer or video producer.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands or arms above and below shoulder level. The employee frequently is required to walk and stand. The employee is occasionally required to stoop, kneel, crouch, bending and twisting of neck and waist. Continuous upward and downward flexion of the neck.

Specific vision abilities required by this job include close vision, color vision, the ability to distinguish basic colors and shades, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; learn and apply new skills or information; perform detailed work on multiple concurrent tasks; work under changing and intensive deadlines with frequent interruptions; and interact with City officials, management, staff, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.