

**CITY OF BATH, MAINE
POSITION DESCRIPTION**

CLASS TITLE:	Digital Media and IT Specialist	FLSA STATUS:	Non-Exempt
DEPARTMENT:	City Manager's Office		Full Time – 40 Hours
DATE:	January 2022	UNION:	None

GENERAL PURPOSE:

Maintains BCTV's daily program schedule, community bulletin board, and website. Ensures public meetings are filmed and aired. Serves as Information Technology helpdesk to resolve basic technology issues for City of Bath departments and employees.

SUPERVISION RECEIVED:

Works under the general supervision of the IT Coordinator.

SUPERVISION EXERCISED:

No supervision responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- (A) Maintains daily program schedule and community bulletin board for BCTV. Ensures proper airing of City meetings, educational programs, and public community events.
- (B) Provides staffing for City committee meetings for recording, including City Council and Planning Board.
- (C) Provides audio/visual assistance to staff and committees for meetings and public education
- (D) Maintains website with BCTV schedule and necessary information including contact information and request forms.
- (E) Maintains all station and City Hall equipment. Works with cable provider and other vendors as needed. Make recommendations for upgrades, replacements and enhancements to ensure high-quality broadcasts.
- (F) Provides additional digital media support for the City's marketing and communications efforts, including the City's website and social media.
- (G) Answers questions and provides basic IT assistance to City employees. Communicates technological information to non-technical staff. Interprets and communicates information, ideas and instructions clearly, accurately both verbally and in writing.
- (H) Maintain familiarity with installed software standards and procedures and provide technical guide to other staff.
- (I) Performs other duties as assigned.

DESIRED QUALIFICATIONS:

Education and Experience:

- (A) Bachelor's Degree or certification in Information Technology or a related field,
- (B) Minimum of one year of experience supporting information technology or related field;
- (C) Experience with video filming, creating, broadcasting and streaming preferred;

(D) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of Windows client and server and Microsoft Office 365.
- (B) Strong knowledge of Tier 1 level IT work
- (C) Ability to work independently, carry out assignments from general instructions, and to follow precise rules and guidelines when necessary.
- (D) Ability to maintain confidentiality.
- (E) Excellent communication skills both verbally and in writing; ability to deal courteously with the public and to establish and maintain effective work relationships with City Officials, other employees and the public.
- (F) Ability and initiative to use resourcefulness and tact in meeting new problems;
- (G) Must be motivated, proactive, flexible, adaptable, patient, and creative.
- (H) Must be able to attend evening and weekend meetings as required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit, stand, talk, hear and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds, for a distance of six feet. Specific vision abilities required by this job include close vision and the ability to adjust focus. The physical demands described here 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 functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Bath is an equal opportunity employer.

