

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6550
Pay Grade: D12

FLSA: Non - Exempt
Supporting Services

MULTIMEDIA ASSISTANT
REPORTS TO: Manager, TV Operations
SUPERVISES: Not Applicable
QUALIFICATIONS: Graduation from high school or General Educational Development (GED) credential, plus three (3) years of progressively responsible, diversified clerical and secretarial office experience. Demonstrated organizational and analytical skills. Ability to work both independently and as a member of a team. Proficient in TERMS, Portal. PREFERRED: Knowledge of multimedia production, multimedia design, broadcasting, journalism, mass communications, or a related field. Five (5) years of progressively responsible, diversified clerical and secretarial office experience.
MAJOR FUNCTION
The Multimedia Assistant assists the Strategic Communications team by performing advanced, varied and complex duties involving delegated administrative responsibilities.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Interfaces with Director, Strategic Communications; Executive Manager, Strategic Communications; and Manager, TV Operations to maintain an effective and efficient flow of information to internal and external stakeholders• Works with General Manager, Multimedia Training to assist in the provision of opportunities for district staff and students to engage in the study of multimedia journalism• Assists Multimedia Specialists in the production of various multimedia and video projects ranging from daily news pieces to features and packages for distribution to varied multimedia platforms including WPDS-TV and the district's website• Collaborates with the secretary of the Office of Strategic Communications to ensure an orderly support system to the Strategic Communications team• Collaborates with other members of the Strategic Communications team, providing all-around assistance in completion of multimedia projects• Assists as needed in capturing audio and video as well as still photographs to support the work of the Strategic Communications team• Assists as needed in the preparation and distribution of metrics reports related to data collected and maintained about visitor demographics for WPDS-TV and the district's website pages• Assists in the maintenance of a multimedia archive• Assists with countywide multimedia-related competitions and awards opportunities in alignment with relevant state- and national-level competitions• Participates in staff trainings pertaining to writing, editing, videotaping, audio, Freedom of Information Act management, and media relations• Provides other related duties as required

MULTIMEDIA ASSISTANT

TERMS OF EMPLOYEMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED 5/12: LM; BOARD APPROVED: 6/12/12

MULTIMEDIA ASSISTANT

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time		X			
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Multimedia Assistant – NR