



MULTI-MEDIA DEVELOPER

SCOPE OF WORK:

Work involves application of design principles in the creation of productions, in various media, that are used for communication of information. Products include but are not limited to video productions, slide tape programs, still and animated graphics, brochures, display boards, live broadcasts, and web sites.

DUTIES PERFORMED AT ALL LEVELS:

- Provide design concepts and mock-up layouts, and cost estimates for the development of requested productions or segments of productions.
- Participate in the design and development of an agency web site; ensure websites are ADA compliant and meet state standards.
- Create and integrate graphic designs, video production scripts, and storyboards for use in presentations, web sites, brochures, publications, and other projects.
- Operate and maintain a variety of computer hardware and software, cameras, decks, recording and duplicating equipment, slide and video editing and viewing systems, satellite downlink equipment, etc.
- Select shot locations; prepare set design and layout for video and live broadcast productions; select appropriate recording equipment, light placement, and shot composition.
- Participate in establishing and implementing guidelines and standards for format and design of the agency's informational resources.
- Conduct research for stories; search archival photos and videos for use in stories and in shots.
- File and distribute reports, production, video and slide files.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MULTI-MEDIA DEVELOPER I

0871

Grade J

LEVEL DEFINITION:

Positions at this level generally perform duties associated with multi-media production with a significant degree of input and review by others.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires four years of work experience as a videographer and/or editor. The work experience must have included the use of a variety of equipment and techniques such as various lenses, shot compositions, lighting effects, computer graphics equipment, etc. to produce and/or edit audiovisual presentations in formats as required by the employing agency. Technical school or college-level study in communications, journalism, broadcasting, commercial art, or a related field that included coursework in photography and audiovisual production may be substituted for the work experience required on a year-for-year basis.

MULTI-MEDIA DEVELOPER II

0872

GRADE K

LEVEL DEFINITION:

Positions at this level exercise independence in performing the activities associated with the development of multi-media related productions for an agency. Work is different from the previous level in that incumbents make significant decisions regarding multi-media products with little review by others.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Assess agency multi-media needs and opportunities; plan, coordinate, and develop the multi-media function and activities of the agency.
- Establish and implement the agency's guidelines and standards for format and design of informational resources.
- Provide advice to agency staff and external customers such as other state agencies and the general public in the analysis, design, development, testing, and documentation for multi-media projects.
- Develop goals and objectives for multi-media functions and products for the agency; develop plans to meet goals and objectives.

MINIMUM QUALIFICATIONS:

Requires five years of work experience that included designing and developing a variety of multi-media products that integrates the use of videography, desktop publishing, graphic design, photography, and web design and development. College level or technical school in communications, journalism, broadcasting, commercial art, or a related field that included coursework in photography and audiovisual production may substitute for up to two years of the required work experience on a year-for-year basis.

Eff. Date: 12/83

Rev: 11/90 – Added second level

Rev: 10/96 – Rewritten in current format

Rev: 12/99 – Changed to reflect additional responsibilities; reviewed grade level; changed title from Audiovisual Production Specialist; deleted 0870

Rev: 11/07 – Added second level, level statements, updated duties, and min quals.

Rev: 7/12 – Conversion to Hay System