



TOWN OF GREENBURGH OFFICE OF THE COMPTROLLER

177 Hillside Avenue, Greenburgh, New York 10607
(914) 989-1600 Fax (914) 993-1630
www.greenburghny.com

PAUL FEINER
Supervisor

ROBERTA ROMANO CPA
Town Comptroller
SHERI PORCELLO
Deputy Town Comptroller

JOB ANNOUNCEMENT Town of Greenburgh January 27, 2023 - February 10, 2023

Position: Cable Access Director (0771-01)*

**This is a tested position and the Town will be making a provisional appointment. Consideration may be given to anyone who has held or currently holds the title on a permanent basis.*

Job Group: CSEA

Annual Salary: \$48,241 - \$78,930

Work Week: 35 hours

Department: Cable Access
Greenburgh Town Hall
177 Hillside Avenue
Greenburgh, New York 10607

Submit Resumes to:
Milagros Cross, Personnel Manager
email: personnel@greenburghny.com
fax: 914-993-1647

Distinguishing Features of the Class: Under general supervision, an incumbent of this class directs all public and government access cable programs for any municipality and is responsible for the operation of all phases of cable production including script, audio, lighting, cameras, sound, graphics, and editing. Supervision is exercised over a number of volunteers who assist with production and editing work. Does related work as required.

Examples of Work: See job description following

Minimum Acceptable Training and Experience: Graduation from high school or possession of a high school equivalency diploma and six (6) years of office experience in the cable production for public access television, telecommunication, media operations or production, broadcasting or media instruction.

Substitution #1: Satisfactory completion of thirty (30) college credits towards a degree in Telecommunications, Broadcasting, Film and Television Media, Television Production, Educational Technology or a related fields may be substituted on a year to year basis for up to four (4) years of the work experience described above.

Substitution #2: A Masters Degree in Telecommunication, Broadcasting, Film and Television Media, Television Production, Educational Technology or a related field may be substituted for up to five (5) years of the work experience described above.

Job Classification: Competitive

Resumes accepted during the announcement period only.

CABLE ACCESS DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class directs all public and government access cable programs for any municipality, and is responsible for the operation of all phases of cable production including script, audio, lighting, cameras, sound, graphics and editing. Supervision is exercised over a number of volunteers who assist with production and editing work. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees all phases of cable production for local access television;

Serves as Director, Producer, Editor and Camera Operator for on-air presentations and prepares tapes for broadcast; maintains character generation for municipality's calendar of events;

Oversees Cable Access Editing Room and Broadcast Studio and is responsible for all equipment maintenance;

Develops and monitors budget and recommends cable equipment for purchase;

Works with town and village departments, as well as school districts and local agencies, to assist in the development of cable programs;

Works with United Artists Cablevision, or other cable TV provider, on technical problems related to access;

Demonstrates appropriate techniques in production and editing to volunteers;

Responds to all access correspondence;

Works a varied schedule, including evenings and weekends;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles and practices of public access broadcasting; good knowledge of broadcast equipment; ability to produce and direct electronic news gathering/electronic field production, camera remotes, and studio television productions; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to work with others; ability to communicate effectively, both verbally and in writing; ability to work under pressure; resourcefulness; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or high school equivalency diploma and six (6) years of experience in cable production for public access television, telecommunications, media operations or production, broadcasting, or media instruction.

SUBSTITUTION #1: Satisfactory completion of thirty (30) college credits* towards a degree in Telecommunications, Broadcasting, Film and Television Media, Television Production, Educational Technology or a related field may be substituted on a year for year basis for up to four years of the work experience described above.

SUBSTITUTION #2: A Master's Degree* in Telecommunications, Broadcasting, Film and Television Media, Television Production, Educational Technology or a related field will substitute for five (5) years of the work experience described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

Towns and Villages,
Cities of Rye and Peekskill
J. C.: Competitive
MPM3
1e

Job Class Code: 0771