

[Go Back](#)**NASSAU COUNTY****Title : VIDEO TAPE PROJECT  
SUPERVISOR****SCHOOL DISTRICTS****Code: 210030 LLK****CLASS SPECIFICATION****Page : 1 of 1****GENERAL STATEMENT OF DUTIES**

Performs public relations work involving the use of video tape by a wide variety of community groups and individuals; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require supervising the operation, maintenance, and promotion of a video tape community project.

**TYPICAL DUTIES**

1. Promotes the use of video tape by discussing its use with various community groups and individuals.
2. Trains members of the community in the use of Porto-Pak and camera.
3. Offers training in the editing of video tapes.
4. Sets up and maintains the library's collection of video tapes.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Thorough knowledge of all phases of video tape production.
2. Thorough knowledge of video tape editing procedures.
3. Ability to train and direct others in the use of video equipment.
4. Ability to establish and maintain effective working relationships with individuals and groups.
5. Ability to express ideas clearly and concisely, orally and in writing.

**MINIMUM QUALIFICATIONS****Training and Experience**

Graduation from high school  
and

One year of experience in the video taping of programs.

**NOTE:** Experience, as outlined above, in excess of the one-year requirement may be substituted for high school on a year-for-year basis up to a maximum of two years.

[Go Back](#)