

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Production Assistant

Definition

Responsible for the creative design and editorial treatment of assigned programs, program segments, and related materials produced by Iowa PBS or designs, organizes, oversees, constructs, and creates graphic displays; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Coordinates the use of equipment, personnel, and facilities for studio and remote productions; schedules studio, location, and post-production activities, obtains price quotations, and arranges for rental equipment as needed.

Locates production materials and resources such as photographs, video footage, music, or sound effects; obtains copyright clearances and arranges for payment to copyright holders.

Performs a variety of functions during production, including assisting the producer or director, operating electronic graphic equipment, and performing editing.

Maintains program logs, forms, and inventory records.

Designs, lays out, and produces graphic or scenic materials for broadcast, print, or interactive multimedia use; consults with staff to develop visual concepts and obtain cost estimates and materials; maintains graphic and scenic inventories.

Photographs events and personnel for broadcast or publication and may plan or construct displays or exhibits of moderate complexity.

Competencies Required

Knowledge:

- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Computers and Electronics – Circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Telecommunications – Transmission, broadcasting, switching, control, and operation of telecommunications systems.
- Engineering and Technology – Practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

- Communications and Media – Media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Abilities:

- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Visualization – Imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Operation and Control – Controlling operations of equipment or systems.
- Service Orientation – Actively looking for ways to help people.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Four years of full-time work experience in video production.
- 2) A total of four years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university coursework in any field equals one year of full-time experience.
- 3) Graduation from an accredited four-year college or university with a degree in broadcast journalism, mass communication, film, multimedia, or art and graphics which included a course in video graphics or scenic design.

Effective date: 12/25 KC