

Film and Video Traffic Supervisor

Position Details

Class Code: 3120

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, plans, directs, and supervises film/video library operations for television distribution and library loan.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises and coordinates the production, circulation, inspection, maintenance, acquisition, and quality control of Federal Communications Commission (FCC) logs for film, video, and television.
2. Implements procedures to improve monitoring of system effectiveness.
3. Ensures that the film and video library complies with copyright laws (legal rights for audio-visual or broadcasting use); prepares and maintains pertinent records/reports.
4. Confers with Purchasing Department staff regarding the specifications, standards, and purchase of library materials/equipment.
5. Assists schools and departments in selecting materials, utilizing knowledge of collections.
6. Establishes, maintains contact with vendors, distributors, etc., to procure film, video, and other library materials/equipment.

7. Prepares the Clark County School District's instructional television program listings for internal station operations and school distribution.
 8. Coordinates program taping/scheduling and video conferencing activities with the Curriculum and Professional Development Division.
 9. Manages the film and video traffic budget.
 10. Consults/negotiates with vendors for services, royalties, and materials.
 11. Informs District personnel and the public about the film/video center.
 12. Coordinates data processing support for the film center and TV traffic department.
 13. Schedules District-owned educational films with instructional television.
 14. Develops the film/video center catalog, addendums, and scheduling calendar.
 15. Compiles data, prepares records, schedules, and correspondence.
 16. Analyzes the library collection; researches titles' availability and film/video library requisitions.
 17. Trains film and video traffic personnel.
 18. Provides input for the evaluation of assigned staff.
 19. Conforms to safety standards, as prescribed.
 20. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Supervises, coordinates, and manages film/video media.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of library practices and procedures.
2. Knowledge of copyright laws.
3. Knowledge of District curriculum.
4. Knowledge of film and video media.
5. Knowledge of budget/accounting practices and procedures.
6. Knowledge of computer-film inventory databases and related software.
7. Ability to use Response to Intervention (RTI) video cleaner-evaluator machine.
8. Ability to use film inspection machine and 16 mm film projector/splicer.
9. Ability to actively evaluate, negotiate, and procure services, materials, and equipment.
10. Ability to read and interpret FCC rules/regulations.
11. Ability to research, analyze, and evaluate data.

12. Ability to plan, direct, and supervise a film/video center and TV traffic operation.
 13. Ability to prepare and maintain accurate records/reports.
 14. Ability to work independently.
 15. Ability to meet predetermined deadlines.
 16. Ability to conduct in-service trainings.
 17. Ability to supervise and evaluate employees.
 18. Ability to work in confined areas.
 19. Ability to withstand heights and perform work safely.
 20. Ability to work cooperatively with employees, vendors, students, and the public.
 21. Ability to recognize/report hazards and apply safe work methods.
 22. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Four (4) years' experience in a library media-related area (i.e., film, video, library science, instructional media, etc.); or, Associate degree from an accredited college/university in a related field (i.e., library science, instructional media, education, etc.), and two (2) years' experience as described above; or, Bachelor's degree from an accredited college/university in a related field.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Supervisory or management experience in film/video center-related activities.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Transcript(s) from an accredited college/university, if applicable.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities and travel to/from agencies and businesses.

Work Environment

Strength

Medium/heavy – exert force of 5-25 lbs., constantly; 25-50 lbs., frequently; up to 60 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors, with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Constant electrical shock hazards, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, videotape players, recorders (including VHS, 3/4", Beta, and 1"), video label maker, fax machines, telephones, advertising materials, motor vehicles for travel, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 09/01/23
- Created: 01/13/92