

## **Cable TV Assistant**

The City of Portage is accepting applications for the position of Cable TV Assistant. This position is a limited term, part-time position. The person in this position will operate audio and video recording and broadcast equipment during regular City Board, Commission, Committee, and Council meetings as well as special meetings, events and activities sponsored or hosted by the City. These meetings are broadcasted on our Cable TV Access Channel. The meetings are usually in the evenings on Monday, Tuesday, Wednesday & Thursdays between 4:30 pm and 8:30 pm.

The position pays \$10.25 per hour.

Application and complete job description are available at City Hall or on the City of Portage website at <https://www.portagewi.gov/apply-for-a-job/> or contact Carrienne Engelhart at 608-742-2176.

Submit employment application ( <https://www.portagewi.gov/wp-content/uploads/2021/03/City-of-Portage-Job-Application-Rev-9.14.2017.pdf> ) to Carrienne Engelhart, Administrative Assistant by email to [Carrienne.engelhart@portagewi.gov](mailto:Carrienne.engelhart@portagewi.gov) or to, 115 West Pleasant Street, Portage, WI 53901 no later than Tuesday, April 20, 2021.

The City of Portage is an Equal Opportunity Employer.

**City of Portage  
Position Description**

**Name:** \_\_\_\_\_ **Department** Administration/CATV

**Position** Cable Access Coordinator **FLSA:** Non-Exempt, part time

**Date:** 4/7/2015 **Reports To:** City Administrator

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**Purpose of Position**

This position exists to provide operation and supervision of City of Portage’s Government Access Cable Channel (GACC) which broadcasts on Channel 994.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Operates audio and video recording and broadcast equipment during regular City Boards, Commissions, Committees, and Council meetings as well as special meetings, events and activities sponsored or hosted by the City.
- Programs and maintain electronic announcement bulletin board that is broadcast on the GACC.
- Provide coverage and record events, meetings, programs and activities located within City of Portage, to the extent equipment and schedule availability permits.
- Direct, shoot and edit studio productions of interviews, presentations, etc.
- Maintain audio and video equipment.
- Serve as ex-officio to the Cable Access Committee.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma with additional training or experience with video production, editing and broadcast equipment. Excellent interpersonal, communication and organizational skills. Ability to work with limited or no supervision.

**Knowledge, Skills, Abilities, and Physical Requirements Necessary to Perform Essential Job Functions**

**Physical Requirements**

- Ability to operate a variety of video and audio equipment, as well as a personal computer, and master control console.
- Ability to announce and narrate in English for programs and events.
- Ability to lift, walk, carry equipment, sit or stand for periods of time up to 3 hours.

**Language Ability and Interpersonal Communication**

- Ability to read, comprehend and interpret a variety of documents.
- Ability to communicate effectively with co-workers, elected officials, and the general public.
- Ability to announce and narrate in English for programs and events.
- Ability to prepare a variety of documents such as reports, general correspondence, and inter-office memoranda.
- Ability to record and deliver information, explain procedures and follow instructions.

**Environmental Adaptability**

- Work is performed in an office environment. Work schedule is varied dependent upon meeting schedules and may require morning, evening and occasional weekend hours.

The City of Portage is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date