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Videographics Manager

JOB CODE	JOB FAMILY	PROFILE
JCP420	**Communications and Public Affairs**	**Videographics Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**March 27, 2026**

The Videographics Manager oversees all areas of media services to include video production, research, design, development, planning, production, and direction of television programming for government cable television channel, multi-media presentations, and County promotional and marketing projects. Provides technical expertise and manages completion of programs to include editing and final documentation.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages, researches and develops all County media programs, mini-documentaries, informational and educational programming, live or recorded television coverage of government meetings, studio productions, news events, cultural performances or special events.
- Produces and directs live programs, webinars, video, studio shows, and presentations including preparation of studio and other venues serving as videographer and/or audio-lighting specialist as well as direct Bernalillo County Commission meetings at the TV studio.
- Plans, coordinates and schedules programming serving as a liaison for County departments and City staff.
- Writes scripts, develops ideas, schedules interviews, hosts, and coordinates facilities; recruits talent and design sets. Assigns projects and assesses workload, identifies opportunities for improvement, and directs and implements changes.

- Functions as an Executive Producer, ensuring that all projects and productions stay on schedule, staffing needs are adequate and that projects are completed according to schedule.
- Participates in the design of video graphics, titles, music, and creative look of shows; provides final editorial decisions and recommendations to management.
- Identifies opportunities for improving media services, delivery methods and procedures; analyzes resource needs with management and implement improvements.
- Performs minor equipment repairs and troubleshooting procedures; coordinates and oversees production equipment maintenance, repairs and upgrades with appropriate departments and outside agencies, contractors or vendors.
- Exercises technical and functional project leadership, supervision and training over County staff and contractors; prepares and maintains reports, log or files on production activities and projects as assigned.
- Contract administration, including contracts, agreements, specifications, bids, proposals, and contract compliance.
- Manages and oversees the development and administration of the division budget, forecasts staffing, equipment, materials and supplies, and implements adjustments to budget as necessary.
- Manages, reviews, and approves all contract expenditures and requests for payment ensuring accurate calculations.
- Responds to and resolves public inquiries and complaints by elected officials, department directors, and employees.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Broadcast Journalism, Public Relations
- Eight (8) years of related work experience in video/film production through commercial, industrial, cable access or public/education television.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.

- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Must pass color acuity test to diagnose color blindness.

WORKING CONDITIONS

- Must be able to work flexible hours.
- Duties are divided approximately 50% outdoors, 50% indoors. Indoor duties are performed in a temperature-controlled environment.
- Indoor duties are performed on an even, cement, tile or carpeted surface.
- Outdoor surfaces include natural ground, concrete, asphalt, ramps, stairs, wood decks or scaffolds.
- Worker is exposed to natural weather conditions while doing remote locations.

EQUIPMENT, TOOLS, AND MATERIALS

- Employee handles writing utensils, various paperwork, files and reports in administrative duties.
- Employee handles camera case, camera, video and still cameras, light kit, tripod, dolly (hand truck), cables, dubbing equipment, special effects generator, tape machines, character generator, stage sets and risers.
- Employee drives county vehicles during performance of essential duties in the field.
- Employee handles personal computers and software packages.