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Videographics Producer

JOB CODE	JOB FAMILY	PROFILE
JCP247	**Communications and Public Affairs**	**Videographics Producer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**March 27, 2026**

The Videographics Producer researches, designs, develops, plans, produces, and directs television programming for the government cable television channel. The Producer provides technical expertise and manages the completion of programs, including editing and final documentation.

Job Description

DUTIES AND RESPONSIBILITIES

- Researches and develops County media programs, mini-documentaries, informational PSAs, and educational programming; provides live television coverage of government meetings, studio productions, news events, cultural performances, and special events.
- Produces and directs video, studio shows, and presentations, including preparation of studio and other venues; serves as videographer and/or audio-lighting specialist.
- Coordinates the planning, production, and operation of video and/or studio production activities and projects.
- Coordinates and schedules programming for County departments and City staff.
- Writes scripts, develops ideas, schedules interviews, hosts, and coordinates facilities; recruits talent and designs sets.
- 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 implements improvements.
- Performs minor equipment repairs and troubleshooting procedures; coordinates production equipment maintenance, repair, and upgrades with appropriate departments and outside agencies, contractors, or vendors.
- May exercise technical and functional project leadership or supervision and training over County staff and contractors; may prepare and maintain reports, logs, or files on production activities and projects as assigned.
- Assists in maintaining inventory, recommends purchases, and works with the Coordinator to order video and stage materials and equipment.
- Assists in maintaining the department's internal television distribution and network.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of video and/or stage productions.
- Incumbents in this classification may handle sensitive and/or confidential records, plans, documents, or decisions and must maintain the 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 Communication, Journalism, Public Relations, or related academic field.
- Two (2) years of experience in video/film production, either 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.

WORKING CONDITIONS

- 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.