PASCO COUNTY
Human Resources Department
7536 State Street
New Port Richey, FL 34654
(727) 847-8103
http://www.pascocountyfl.net
INVITES APPLICATIONS FOR THE POSITION OF:
Library Assistant II - Videographer

An Equal Opportunity Employer

**SALARY**
$13.67 - $22.31 Hourly

**POSTING DATE:** 11/02/18

**CLOSING DATE:** 11/15/18

**GENERAL DESCRIPTION**

Salary Disclosure:
Starting Salary: $13.67
Pay Grade: N26

Current Pasco County Employees: Please refer to the Personnel Policy & Procedure Manual for starting salary information.

General Description: Paraprofessional library work responsible for providing general video graphic and photographic work. Is responsible for developing, monitoring, and maintaining original and engaging photography and video content as well as developing creative ways to attract more customers and promote the Libraries, Public Services, and Pasco County brands in the community.

**EMERGENCY RESPONSE/RECOVERY ACTIVITIES:** All employees will be required to work before, during, or after an Emergency. During an Emergency employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the County and its citizens.

**ESSENTIAL JOB FUNCTIONS**

Uses video and photo media for storytelling, branding, and interacting with and engaging our community and stakeholders. Works independently and as part of a larger creative team. Serves as video editing and social media consultant and troubleshooter. Takes media projects from initial concept through completion.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and understanding of current video production equipment (both video and audio) including but not limited to computers, cameras, microphones, digital recording devices, and lights.
- Ability to effectively use a wide variety of media production software.
- Ability to effectively use a wide variety of Social Media resources.
- Ability to grasp future trends in digital technologies and act proactively.
- Ability to demonstrate excellent multitasking skills.
- Ability to lift and carry necessary equipment related to photography/lighting and location shooting.
- Ability to manage complex projects effectively.
- Ability to work under the pressures of tight deadlines and changing customer demands in a fast-paced, deadline-driven environment.
- Ability to effectively communicate ideas orally and in writing.
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public.
- Ability to work in a team environment and to adapt to changes in the library environment. Ability to learn and apply complex automated procedures and to utilize computer equipment, the Internet, and new technologies in performance of day-to-day work.
- Ability to supervise and coordinate the work of assigned staff and volunteers.
- Ability to communicate clearly and concisely orally and in writing.
- Knowledge of the services and operations of the libraries.
- Knowledge of standard clerical methods and practices.
- One (1) year of library experience preferred.
- Must be able to work evenings and Saturdays.

MINIMUM REQUIREMENTS

PHYSICAL SKILLS: Ability to lift and/or move up to 35 pounds and also push or pull heavy objects. May use a handling device (dolly, cart, etc.) or work with another team member to lift and/or move excessively heavy objects. Job requires walking, standing, sitting, pushing, pulling, crawling, bending, stooping, and reaching. Also requires use of a video display terminal. Ability to communicate effectively using verbal, written, and visual communication.

EDUCATION, TRAINING AND EXPERIENCE: Graduation from an accredited college or university with a Bachelor's degree in Marketing, New Media, English, Communications, or related field. One (1) year experience working directly with the public. One (1) year of relevant experience in marketing and/or social media. Proficiency with Hootsuite and basic graphic design experience.

In-House Employees: Associates plus DAP (Degree Alternative Program) may substitute for the Bachelor's degree requirement.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Must possess a valid driver's license.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

DRUG-FREE WORKPLACE: Pasco County BOCC is a drug-free workplace in accordance with Federal and Florida law.

VETERANS' PREFERENCE: Under Section 295.07, F.S., Chapter SSA-7, Pasco County BCC provides to Veterans, that preference in appointment will be given to preference-eligible applicants.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.pascocountyfl.net
OR FILED ELECTRONICALLY AT
7536 State Street,
New Port Richey, FL 34654

Library Assistant II - Videographer Supplemental Questionnaire

1. I am aware that the following supplemental questions will determine my eligibility for this position.
   ☐ Acknowledge
   ☐ Decline

2. Which best describes your highest level of education completed:
   ☐ High School or GED
   ☐ Associate's Degree
   ☐ Bachelor's Degree
   ☐ Master's Degree

https://agency.governmentjobs.com/pasco/job_bulletin.cfm?JobID=2252906
3. Which best describes the years of experience you have in working directly with the public?

- Ten or more years of experience
- Nine years, but less than ten
- Eight years, but less than nine
- Seven years, but less than eight
- Six years, but less than seven
- Five years, but less than six
- Four years, but less than five
- Three years, but less than four
- Two years, but less than three
- One year, but less than two
- Less than one year of experience

* 4. Which best describes the years of relevant experience you have in marketing and/or social media?

- Ten or more years of experience
- Nine years, but less than ten
- Eight years, but less than nine
- Seven years, but less than eight
- Six years, but less than seven
- Five years, but less than six
- Four years, but less than five
- Three years, but less than four
- Two years, but less than three
- One year, but less than two
- Less than one year of experience

* 5. Are you proficient in Hootsuite and basic graphic design?

- No
- Yes

* 6. Do you have a valid driver's license?

- Yes
- No

* 7. Are you a current Pasco County BOCC employee?

- Yes
- No

* 8. Are you a current Pasco BOCC employee who has successfully completed or are within 30 days of completing the Degree Alternative Program (DAP)?

- No
- Yes

* 9. Are you a veteran who served as a member of the armed forces of the United States during a period of war, defined in Title 38, U.S.C., and who was separated from such service under honorable conditions, or the surviving spouse of any such veteran? (Supporting documentation needed at time of application or next business day)

- Yes
- No

* 10. I hereby acknowledge that Pasco County BOCC is a drug-free workplace in accordance with Federal and Florida law, and consent to pre-employment drug/alcohol testing, and agree to abide by the program and policy if employed by Pasco County BOCC.

- Acknowledged

* 11. Have you recently retired from the Florida Retirement System (FRS) Pension Plan within the last 12 months? (A recent Pension retiree is someone who has not yet received the
initial 12 months of pension payments.)
☐ Yes
☐ No

* 12. Have you recently retired from the Florida Retirement System (FRS) Investment Plan?
(An investment Plan retiree is someone who took a distribution from their investment Plan account).
☐ Yes
☐ No

* 13. Please specifically explain how your prior work experience and education match the qualifications for this position. (1000 characters or less)

* Required Question