

City of South San Francisco
Human Resources Department

Police Media Technician
Class Description

Definition

Under general direction, administers and maintains audio, video and other official records kept by the Police Department. Creates duplicate audio/visual records for release to authorized parties and agencies; sets up and operates audio visual equipment; assists with police property and evidence processing; and performs all other related duties as assigned.

Distinguishing Characteristics

This single classification is assigned to manage the Police Department's audio and video media records, and maintain the Department's secured intranet and internet web pages. Incumbent operates computer and other related equipment to collect, save and disseminate information in computer-readable form. It is distinguished from the Computer Services Technician in that the latter manages the City's desktop computers and related equipment.

Typical and Important Duties

1. Collects and processes electronic audio, video and other digital records related to law enforcement operations.
2. Creates user accounts on websites related to law enforcement.
3. Coordinates with Police Department employees on updates to department's intranet and public web pages; and makes approved changes.
4. Monitors and manages social media content including, but not limited to, Facebook, Twitter, and Vimeo.
5. Assists in resolving minor problems with computer, printers, peripherals, and other related equipment.
6. Operates video and still cameras, lighting equipment and other related equipment to document Police Department events. Edits still images and video, and uploads to servers as directed.
7. Maintains records of audio/visual equipment, digital cameras, recorders, and related supplies.
8. Provides training and technical support for Police Department employees on the use of audio/visual equipment, cameras, projectors, and related hardware.
9. Participates with the Police Department Records and Evidence team to assure the highest possible level of service. Processes incoming property and evidence such as body camera video, in-car camera video, security surveillance video and photos. Releases property and evidence as approved.
10. Retrieves and processes police reports submitted electronically via internet.
11. Participates and assists with the processing, duplication and dissemination of telephone and radio audio recordings.
12. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Methods, practices and principles of local law enforcement operations with emphasis on property and evidence processing using computerized systems.
- Principles of electronic media management and administration, including duplication and distribution of computerized files.
- Current technology and computer systems; Microsoft Windows and application software including Adobe Photoshop, Premiere and Dreamweaver.

Ability to:

- Acquire a thorough knowledge of Police Department policies and regulations and applicable City policies.
- Operate computer and audio/visual equipment.
- Use initiative and independent judgment with established policy and procedural guidelines.
- Communicate effectively in writing, orally and with others to assimilate, understand and convey information in a manner consistent with job functions.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Work in a safe manner, modeling correct City safety practices and procedures; and recognize, correct and report safety hazards.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a personal computer and associated application software.
- Entering and retrieving data from a variety of records management databases with speed and accuracy sufficient to perform the assigned work.

Experience and Education

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of progressively more responsible municipal experience in the maintenance of computerized information with emphasis on audio/visual media. Work experience in a local law enforcement operation is highly desirable.

Training:

Equivalent to graduation from high school. An associate's degree from an accredited college with major coursework in computer science, electronics technology or related field may be substituted for two years of experience.

License and Certificate

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills:

Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; lift and carry 50 pounds; distinguish among various colors; distinguish various computer generated auditory signals; use common hand tools; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to provide training.

Work Environment:

Mobility to work in a typical office environment and/or field setting.

Ability to:

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work protracted, irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; and available for evening meetings.

Additional Information:

- Approved: July 2016
- Revised Date:
- Former Titles:
- Abolished:
- Bargaining Unit: Police Association
- DOT: No
- Status: Classified/Nonexempt
- Job Code: C220