



An Equal Opportunity Employer

# Employment Opportunities

12700 Norwalk Boulevard, P.O. Box 1030, Norwalk, California 90651-1030  
(562) 929-5721 ♦ Job Hotline (562) 929-5771 ♦ Application Request (562) 929-5926  
[www.ci.norwalk.ca.us/humanresources.asp](http://www.ci.norwalk.ca.us/humanresources.asp)

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## PRODUCTION ASSISTANT CABLE TELEVISION - At-Will/Part-Time (\$11.60 - \$14.11 PER HOUR)

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### DEFINITION

Assists the Production Specialist with the development and production of quality videos for governmental, instructional, training, and promotional purposes. This is a part-time position and works approximately 10 to 20 hours per week. Requires working a variety of hours including days, evenings, weekends and holidays.

### LAST DATE TO APPLY

**THURSDAY, May 31, 2007, 6:00 PM** . Norwalk City Hall, Human Resources Department, Room 9, 12700 Norwalk Blvd., Norwalk, CA 90650. Employment application must be completed. Resumes will not be accepted in lieu of a completed City Application. **Faxed materials or postmarks will not be accepted.** City Hall is closed on alternate Fridays due to the 9/80 compressed work schedule.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Operates video camera; sets-up audio, video, and lighting for television productions; inputs text for computer generated graphics; maintains studio and office areas in a neat and orderly manner; assists with logging video tapes and editing; cable casts public access programs; duplicates audio and video tapes as needed; assists in performing routine maintenance on all video, audio and computer equipment used in the production studio; and related duties as assigned.

### QUALIFICATIONS AND GUIDELINES

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. Example combinations include graduation from high school or equivalent. Course work in cable television, communications or related field, and some experience in television production is desirable.

*Knowledge of:* cable television broadcast standards, television production techniques for directing, editing using Final Cut Pro, camera, audio, and graphics; television and video production equipment. *Ability to:* learn and understand public access standards; adjust and synchronize video equipment; understand and use waveform monitors and vector scopes; operate and maintain audio, video, computer, and related electronic equipment; communicate effectively, both orally and in writing; develop and maintain effective working relationships. Depending upon assignment, possession of or ability to obtain an appropriate California driver's license, and a satisfactory driving record may be required.

**SELECTION PROCESS:** Applications are available through the Human Resources Department, Norwalk City Hall, 12700 Norwalk Blvd., Norwalk, CA 90650, or may be downloaded at [www.ci.norwalk.ca.us](http://www.ci.norwalk.ca.us). Completed applications must be returned by the time indicated on the last day to file. Following the closing date, application packets will be screened in relation to the criteria outlined in the job announcement. Candidates with qualifications that best relate to the position will be invited to participate in the selection process. Possession of the minimum qualifications **does not** ensure an interview. The selection process will include an interview and other testing processes designed to predict successful job performance. Reasonable accommodations for applications with disabilities may be requested by calling the Human Resources Department at least three (3) business days in advance of the scheduled examination/interview date. City appointments are contingent upon successful completion of a post-offer medical examination, including drug screening to comply with our Drug Free Workplace policy, and a Live-Scan fingerprint check through the Department of Justice. The successful candidate will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

**The City of Norwalk, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in its employment actions, policies, procedures or practices.**

07-22FG(5/11/07)

## **BENEFITS OFFERED BY THE CITY OF NORWALK**

### **HOURLY POSITION**

#### **EMPLOYEE BENEFITS:**

**Union Membership:** Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**Retirement:** The federal law requires that governmental employees be covered by Social Security or an alternate plan. The City of Norwalk selected an alternate retirement plan, and is not covered under the Social Security System. The retirement system is the Public Agency Retirement System (PARS). If you are hired as an hourly employee, you will be a member of PARS. The employee pays the 7.5% retirement contribution.

**Credit Union:** The City is affiliated with the Los Angeles County F & A Federal Credit Union for savings and loan service. Employees are eligible for membership. Please check with the Human Resources Department for details.

**Employee Assistance Program:** An Employee Assistance Program (EAP) is available to provide help to employees and members of their families who are experiencing personal problems. For more information contact the Human Resources Department.

**Paid Holidays:** After 3,000 hours of employment, an hourly employee is entitled to six hours pay for specified holidays designated in the Memorandum of Understanding (MOU).

**Vacation Leave:** After 3,000 hours of employment, vacation leave is accumulated at the rate of .046 hours for each hour of straight time worked.

**Sick Leave:** After 3,000 hours of employment, sick leave is accumulated at the rate of .046 hours for each hour of straight time worked.

**Additional Information:** A loyalty oath is required for each employee prior to actual employment. All applicants must be able to prove legal United States Residency.