



816 Pacific Avenue  
Santa Cruz, CA 95060

## AGENDA

**BOARD OF DIRECTORS  
Personnel Committee Meeting  
February 11, 2016  
5:00 P.M.**

Offices of the Corporation

1. Roll Call

(Chair) Keith Gudger, Nathan Benjamin, Mathilde Rand

2. Oral Communications

Any person may address the Committee during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda, and must be within the jurisdiction of the Committee.

## REGULAR AGENDA

3. Discussion / Action on Job Descriptions\*

Job Description and Salary Range for two positions.

4. Adjournment.

Any person may address the Committee during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Committee may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Committee. Preference will be given to individuals who did not speak at the previous Committee meeting. All speakers must address the entire Committee and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.

\* Material included in packet

## Job Description:

### Media Services Manager

Full-time, exempt, career position

Wage range: \$40,000 – \$50,000 annual salary

Reports to Executive Director

## Programing

- Curates and schedules programming for 3 cable channels
- Monitors remote telecasts for quality
- Monitors all live broadcasts from CTV Studios
- Enters titles, TRT and other data into the digital Master Control database system
- Maintains meta data for all video sources.
- May from time to time participate in staff productions.
- Coordinates volunteers to keep the Community Calendar up to date

## Government Meetings

- Manages government technician team including training and scheduling of technicians
- Provides on call support to field technicians when needed
- Point of contact for government customers
- Records and telecasts live /streaming government meetings
- Provides editing for government meetings if needed
- Participates hiring/terminations of government operator staff
- Maintains accurate records, creates with reports as requested

## Technical

- Performs basic maintenance of CTV equipment and computers on and off site
- Administrates Google Suite for all CTV employees
- Other duties as assigned

## MINIMUM QUALIFICATIONS

### Knowledge, Skills and Abilities

- Understanding of standard office computers, software and online programs, including but not limited to Word, Excel, PowerPoint, Access, Google suite, use of databases.
- Understanding of video equipment and playback systems, including

basic video editing systems, video graphics systems

- Ability to learn new technology

#### Demonstrated Ability to

- Monitor the channels and adjust video and audio for consistent quality
- Operate media playback systems
- Ability to train new hires to use Tricaster systems and to record and telecast government meetings

#### Additional Requirements

- Must have use of a personal vehicle for business travel within Santa Cruz County

#### DESIRABLE QUALIFICATIONS

- Knowledge of Adobe PhotoShop, Illustrator and various character generation platforms
- Type accurately at least 45 wpm

#### Job Description:

Community Coordinator (working title)

Full Time

Wage range: \$15 – \$17 per hour

Reports to Executive Director

The Community Coordinator (CC) works to grow an active, happy, productive community of independent workers. They make sure all members feel welcome, comfortable and a part of the community. They make sure members have a clean/organized workspace. The CC connects members to each other and to resources that they need to be successful in their business. The community coordinator hosts member events, is charming and tactful but firm when needed. The CC helps to market the space through social media (twitter, facebook, newsletters), provides upbeat tours and follows our sales process to get the right people into the space and keep it at capacity. The CC gets members signed up in our system, on all the right email lists and connected to the Internet and printer.

#### **Typical duties include**

#### **Coworking**

- Provide tours and help potential members
- Assist new members, walk-in's or call-in jobs on an ongoing basis
- Respond to member questions/concerns as they arise
- Help with marketing - Craigslist, events, signs, social media
- Post and process charges
- Forward invoices to accounting/corporate
- Distribute mail/packages as they arrive
- Open and/or close center
- Daily center maintenance
- Create/arrange doortags/signs
- Update website and social media with any new events/news
- Respond to emails
- Call/email all active Salesforce leads
- Input survey results and new contacts in Salesforce
- Call/email any needed contacts regarding events (vendors, sponsors, media, etc.)
- Create documents/copy regarding upcoming events
- Log into Camera System to confirm all cameras are operating/purge saved data bi-monthly
- Generate weekly AR report, contact all members with outstanding balance
- Check and refill document supply – brochures, new member packets, etc.
- Do End of Month closing
- Review content on listing service websites
- Solicit feedback / input from members & community

#### **Digital Media**

- Check-out and rent video equipment
- Check in member & rental equipment
- Note broken equipment and follow our repair process
- Handle check in/out of studio, edit suites, screening room
- Ready studio, edit suites, screening room
- Return rented studio, edit suites and screening room to neutral

- Coordinate A/V needs (e.g. events, meetings, screenings)
- Curate event series
- answer general media equipment questions

**Qualifications:**

- Excellent customer service skills with an exceptionally upbeat and positive attitude  
“People person”
- GED or above with additional vocational training. College preferred.
- Strong verbal communication skills
- Ability to communicate clearly in writing
- Proficient with spreadsheet software
- Proficient in use of social media platforms
- Proficient in the use of various digital media platforms
- Ability to learn new software
- Basic knowledge of video equipment
- Computer literate
- Comfortable with Microsoft Office
- Comfortable with standard office equipment
- Sales aptitude
- Must be physically capable of moving boxes and or furniture weighing as much as 50 lbs.
- Excellent customer service skills with an exceptionally upbeat and positive attitude.
- Strong attention to detail
- Ability to professionally handle confidential information.
- Ability to keep up with a fast paced work environment with little or no supervision.
- Ability to work well with others and be part of the team
- Organizational skills; ability to prioritize workloads
- Ability to remain calm under pressure, ability to multi-task
- Must be physically capable of moving boxes and or furniture weighing as much as 50 lbs.

**Desirable Qualifications**

- Experience with multiple computer platforms
- Familiar with Constant Contact
- Comfortable with Photoshop
- Registered Notary Public for the state of California is a plus
- Experience in television or video production