

JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/jobs>

Employment Hotline 650-508-6308

September 1, 2023

TITLE: Multimedia Video Specialist
EMPLOYMENT TYPE: Non-Exempt (Full-Time)
DIVISION: Communications
APPLICATION DEADLINE: Sunday, September 24, 2023
PAY RANGE: \$1,277.53 - \$1,950.78 weekly (\$66,432 - \$ 101,441 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Multimedia Video Specialist reports to the Manager, Creative Services and is responsible for producing and editing media for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA)

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Film and produce video projects (e.g. safety and public information) for social media, and marketing.
- Responsible for video production and development, including writing scripts and editing.
- Responsible for the care and transportation of video/camera equipment, media files and other equipment.
- Produce and support live stream broadcasts.

EXAMPLES OF DUTIES:

- Create content for Social Media, including stills, GIFs, video for social/web (Instagram, Facebook, YouTube, Giphy, TikTok etc.).
- Produce live video from the field, and outdoor locations.
- Prepare written materials, including scripts, reports and correspondence.
- Utilize special effects including animation.
- Operate, adjust and maintain equipment.
- Direct and coordinate diverse groups.
- Organize and catalog audio-visual materials
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Manager, Creative Services who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Associate degree or Bachelor's degree in Media Arts, Communications, Video Production, Journalism or closely related field.
- Three (3) years of experience in production of video, live broadcasting, editing, and production.

- Must possess a valid California driver's license with safe driving record.

PREFERRED QUALIFICATIONS:

- Knowledgeable with the methods and techniques of storing a variety of media.
- Knowledge of various video production, editing, and livestream software applications (Adobe Creative Suite, vMix).
- Able to work off-shift hours and weekends and travel in the local area for production phases of the work.
- Able to work independently.
- Able to lift and carry equipment weighing up to 25 pounds.

SELECTION PROCESS MAY INCLUDE: The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/jobs>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 21 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Work Location:	Select positions are eligible to work remote up to 50% of the time
Pension:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">• Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation• New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the <https://www.samtrans.com/jobs>. Complete an online employment application by 11:59 p.m. on **Sunday, September 24, 2023**. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to recruitment@samtrans.com.
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.