



CITY OF CHICOPEE MASSACHUSETTS

JANUARY 16, 2024

BE IT ORDAINED THAT CHAPTER 7 OF THE ORDINANCES FOR THE CITY OF CHICOPEE AS AMENDED BE AND IS HEREBY FURTHER AMENDED AS FOLLOWS:

MANAGEMENT INFORMATION SYSTEMS – CHICOPEE T.V. (GROUP 3)

ADD:

PART TIME ANNOUNCER \$ 25.00 PER HOUR

2024 JAN 10 PM 3:00
CITY CLERK'S OFFICE
CITY OF CHICOPEE

SAID ORDINANCE TO BE EFFECTIVE UPON PASSAGE.

Recommended by DJ Vein Mayor

Introduced by Councilor

City Council Action: 1/16/24: Motion made by Councilor Balakier to receive, 1st reading and refer to the Ordinance Committee. Motion to refer passed by a unanimous roll call vote. Councilors Roy and Zygarowski absent.

2/6/24: Motion made by Councilor Krampits to receive, 2nd and final reading, enrolled and ordained. Motion passed through all stages by a unanimous roll call vote. Councilor Courchesne absent.

Presented to the Mayor for approval FEB -9 2024
Date

Approved _____ Mayor

Returned to City Clerk FEB -9 2024 Date
Attest [Signature] FEB -9 2024 City Clerk



Andrew Vernon
Chief Information Officer
avernon@chicopeema.gov
413.377.4072

Information Technology Department
City of Chicopee, Massachusetts
274 Front Street
Chicopee, MA 01013

Date: January 9th, 2024
To: John Vieau, Mayor
Cc: Sharyn Riley, City Auditor
Subject: ChicopeeTV – Part-Time Announcer

I respectfully request the creation of the position ChicopeeTV – Part-Time Announcer within Chapter 7 ordinance and using available PEG funds in PT CHIC TV STAFF account.

Thank you for your time and attention in this matter.

Andrew Vernon
Chief Information Officer

JAN 10 2024 09:58



**INFORMATION TECHNOLOGY
(ChicopeeTV)**

Part-Time Announcer

DEPARTMENT: Information Technology
POSITION: Part-Time Announcer
PAY GRADE: Ch. 7 Ordinance
PAY RATE: \$25.00 per hour
STATUS: Non-Exempt (non-union); Part-Time

DEFINITION

Responsible for part-time on air (talent) television duties for the City of Chicopee and Chicopee TV.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Provide on air (talent) services for television broadcast services to residents, local government and other entities in collaboration with ChicopeeTV. Serve as on air talent for video programming of interest to the community.

Responsible for script writing, voiceover and on camera services for television programming to be used on the local Origination and Educational Access channels of the Chicopee Cable Television System whenever the situation dictates (e.g. public meetings, sporting events, civic and cultural events).

SUPERVISION RECEIVED

Full-Time Television Production Directors; Assistant Chief Information Officer; Chief Information Officer

Under administrative direction, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results; and may act as an independently elected official over a department. Consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

JUDGMENT

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive Judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the

DEPARTMENT: Information Technology
POSITION: Part-Time Announcer

department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

ACCOUNTABILITY

The nature of work increases the probability that errors could be serious. Consequences of errors, missed deadlines or poor judgment may include significant monetary losses, waste of material, or significant loss of time.

COMPLEXITY

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

CONFIDENTIALITY

Employee has access to some confidential information in the performance of their duties.

EDUCATION AND EXPERIENCE

Associate's degree is required.

Intensive knowledge of the specialized field of television broadcasting, information technology and multimedia production. Two years professional experience working at either a commercial or educational television station. At least two years of successful experience in producing and directing television programming for either a commercial or a cable television station. Must know how to use electronic test equipment in the repair of equipment. Experience with cable TV distribution system, HD studio and HDTV mobile video production equipment which includes: Cablecast Tighrope, Softmetal, Ross switcher, Panasonic HD cameras, Broadcastpix, Hitachi HD cameras, and Sony robotic cameras. Knowledge of video production, audio production and theatrical lighting systems. Working knowledge of non-linear editing system. Familiarity with Mac OS and Windows OS based video and audio editing applications. Familiarity with video production equipment. Demonstrated knowledge of electrical signal flow. Ability to coordinate the activities of both human and mechanical elements of a video production.

WORK ENVIRONMENT

The work environment involves everyday discomforts typical of offices. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Incumbent may be required to work

DEPARTMENT: Information Technology
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beyond normal business hours.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials. The work may require extended physical effort over a significant portion of the work day.

Motor Skills

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes and viewing a computer monitor.



CITY OF CHICOPEE MASSACHUSETTS

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Referred to

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Committee

1-16-2024

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MOTION TO APPROVE

2/1/24

The Committee reports as follows:

Favorable

Unfavorable

Joel Krampits

Adrienne King

Gary R. Falun

2/6/24: Motion made by Councilor Krampits to receive, 2nd and final reading, enrolled and ordained. Motion passed through all stages by a unanimous roll call vote. Councilor Courchesne absent.



CITY OF CHICOPEE MASSACHUSETTS

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CITY OF CHICOPEE
COMMUNITY DEVELOPMENT DEPARTMENT
1-16-2024 2:49

The Committee reports as follows:

Favorable

Unfavorable