

# **TOMPKINS COUNTY CIVIL SERVICE VACANCY**

## **Inclusion Through Diversity**

### **OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Media Production Specialist

**SALARY:** Hire rate \$33.04- Work rate 34.78 after 9 months

**TYPE OF EMPLOYMENT:** Full Time

**ISSUE DATE:** 12/19/25

**THE FINAL DATE TO FILE APPLICATIONS:** 01/04/26

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

Help make local government accessible and visible Join Tompkins County's Communications and Public Information Office and put your media production skills to work in service of transparency, access, and democracy.

As our Media Production Specialist, you'll play a critical role in ensuring the public can see, hear, and engage with local government. You'll oversee the livestreaming and recording of Tompkins County Legislature meetings using professional-grade audio-visual technology, manage the County's YouTube channel, and support digital access to public information across platforms. Beyond meetings, you'll collaborate with County departments to produce high-quality video, photography, and digital media that tell the story of the programs and services that support our community.

Please submit a cover letter and a resume.

#### **MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in communications, television-radio, media production, digital media, information technology, or equivalent; **OR**
2. Graduation from a regionally accredited or New York State registered two-year college or university with a Associates degree **AND** two (2) years of full-time paid (or the equivalent part-time) experience working in media production, audio-visual, television-radio, information technology, or digital media; **OR**
3. Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of full-time paid (or the equivalent part-time) experience working in media production, audio-visual, television-radio, information technology, or digital media.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our [Strategic Plan](#) and [Institutionalizing Equity Report](#), which embed equity across our operations.

### **SPECIAL REQUIREMENT:**

The successful candidate will possess a valid NYS Driver's license at the time of appointment and maintain such license throughout the life of employment. The employee is required to use his or her own personal transportation to perform the duties of this position if no County vehicle is available.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position involving responsibility for managing the production of media for County departments in conjunction with County Administration and the Communications Director. The individual in this position will manage the audio-visual streaming technology for public meetings of the Tompkins County Legislature and will coordinate additional media production (including videography and photography) in support of County Departments and the Communications Director. In addition to audio-visual responsibilities, this individual will assist with administrative website support tasks and posting of website and social media content, as needed. The work is performed under the general direction of the Communications Director. There is considerable leeway allowed for the exercise of independent judgment when carrying out the details of the work. An employee in this class may be required to serve as a lead worker or supervise entry-level clerical, intern, contracted, and/or volunteer personnel as assigned. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees the recording and streaming of public meetings of the Tompkins County Legislature, including but not limited to, Zoom, YouTube, and Spectrum Cable Access;

Ensures the working order of the audio-visual technology in the Legislature Chambers and other equipment available for this work;

Manages Tompkins County's YouTube channel, including live-streaming and posting links;

Publishes public meeting information, general County messaging, and announcements on County social media channels as approved by the Communications Director.

Records, edits, and publishes video and digital media content for County departments in partnership with the

Communications Director and coordinates production and pre- and post-production activities;

Offers support to departments for the use of videoconferencing software, including Zoom, as well as other media production software, including AV equipment, live event photography/videography, and graphic design;

Maintains and monitors an inventory of communications equipment

Assists with administrative website support tasks and posting of County website content;

Attends regular meetings.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of audio-visual hardware and software technology;

Thorough knowledge of the operation, care, and adjustment of computers, media production and AV equipment, and related equipment;

Thorough knowledge of photo and video editing software (Adobe Premiere / Premiere Rush or equivalent) and photography and videography equipment;

Ability to problem-solve and troubleshoot technical issues in a live setting;

Ability to create or develop additional content based upon diverse and inclusive lived experiences;

Working knowledge of website and social media content management systems;

Professional and responsive communication style;

Ability to communicate effectively both orally and in writing;

Willingness to obtain a drone certification is desired

### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to keyboard, handle, or feel objects, manipulate tools, or controls, and reach with hands and arms. The employee is required to see, walk, talk, and hear. The employee must occasionally lift and/or move up to 40 pounds. Due to extensive computer usage, the job requires considerable visual effort. Vision abilities required by this job include close vision and the ability to adjust focus to a mid-range. The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation. Psychological demands are moderate for this position. Considerable interpersonal skills are necessary to create connections, obtain buy-in, cooperation with community agencies, municipalities, and throughout the organization. Internal contacts may include work with elected officials, department heads, or deputies and will require professional collaboration on overlapping projects. External contacts are with professional associates, liaisons, community groups and involve the development of professional networks. The work environment has minimal exposure to disagreeable conditions. The incumbent will perform all related duties as required.

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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850