



MULTIMEDIA JOB FAMILY

CAREER PATH

Multimedia Specialist

This is a second-level multimedia position accountable for identifying, planning, and developing communications and/or informational material, which may include photography, videography, and other graphic and/or website design methods, relevant to the needs and interests of agencies or the public. Employees collaborate with internal clients to manage the design, production, and distribution of unique publications or marketing materials. This includes project management and coordination of diverse resources including agencies, external stakeholders (vendors), etc., and editing of final content to ensure alignment with goals and expectations of clients.

Knowledge, Skills, and Abilities

Working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of multimedia, as well as the laws, principles, and practices as they are related to implementation within the agency.

Working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Working knowledge of and the ability to demonstrate successful operation and use of designated multimedia equipment and associated software systems in the performance of duties.

Knowledge of and the ability to demonstrate understanding of the agency's policies, procedures, rules, and regulations in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to lift, move, and/or carry objects weighing up to 50 pounds.



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Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High School Diploma or equivalent.

Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

Necessary Special Requirements

Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

Pay grade: 22

FLSA Status: Non-Exempt

Work Schedule: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

Effective: 07/01/2024

Reviewed: 07/01/2024

Revised: --