



CLASS TITLE | PUBLIC SAFETY DIGITAL MEDIA CREATOR

PAY GRADE: AT-28 | www.cityoftulsa.org/pay

Class Code: 2659

Effective Date: 05/15/2024

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for documenting events, interviewing personnel for internal and external communications, creating presentations, organizing, and managing materials related to photography and videography for the Tulsa Police Department (TPD) and performs other related duties as assigned.

ESSENTIAL TASKS:

- Captures high-quality photos and videos of community events, interviews with officers in the field, and incidents involving the TPD
- Edits photography and videography that meet quality standards
- Prepare presentations using photos and videos taken for internal and external communications
- Schedule interviews with Tulsa Police personnel for internal and external communications
- Maintain all equipment used for photography, videography, editing and, studio work
- Stay updated on the latest trends and technologies in photography and videography
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one the following criteria:

- 1) A) Completion of sixty (60) hours from an accredited college or university; **and**,
B) Two (2) years' experience relevant to the essential tasks listed in this job description.

or

- 2) A) Graduation from high school or possession of a General Educational Development Certificate (GED); **and**,
B) Four (4) years' experience relevant to the essential tasks listed in this job description.

Knowledge, Abilities and Skills:

Knowledge of:

- Recording of multi-channel audio
- The principles, methods and practices of public affairs and community outreach
- Methods and techniques of writing for marketing and public/media relations
- Principles and practices of sound business communication, correct English usage, including spelling, grammar and punctuation
- Substantial knowledge on how to operate cameras, video cameras, tripods, and other relevant equipment

Ability to:

- Edit videos and photographs on various operating systems
- Understand and influence the behavior of internal and external customers from various diverse backgrounds in order to achieve work objectives and cause action or understanding
- Demonstrate integrity and discretion at all times
- Remain composed, professional and effective when exposed to the aftermath of highly traumatic/violent events



CLASS TITLE | PUBLIC SAFETY DIGITAL MEDIA CREATOR

PAY GRADE: AT-28 | www.cityoftulsa.org/pay

Effective Date: 05/15/2024

Class Code: 2659

Skill in:

- Demonstratable skills in video editing, using industry standard software
- Demonstratable skills in and understanding of lighting concepts
- Effective and professional communication, both written and verbal

Physical Requirements: Physical requirements include arm and hand dexterity; lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching, kneeling, crawling, twisting, and bending; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid class "D" Oklahoma Driver license

WORKING ENVIRONMENT: Working environment is primarily indoors and in inclement weather; requires some traveling to various locations. May be exposed to extreme temperatures, and environmental factors.

EEO Code: N-02

Group: Administrative

Series: Communications and Public relations