

CITY OF FONTANA PRODUCTION EDITOR

DEFINITION: Under general supervision, the Production Editor performs advanced video editing and post-production work in support of the City's media and communication efforts. This position is responsible for transforming raw video footage into high-quality final products through the creation of storyboards, editing of short-form and long-form content, and the integration of graphics, animations, music, and special effects. The Production Editor manages multiple projects simultaneously, works under strict deadlines, and collaborates closely with post-production and other production team members to ensure that content meets project objectives and quality standards.

DISTINGUISHING CHARACTERISTICS: The Production Editor classification is distinguished by its specialized focus on post-production and technical editing responsibilities. Unlike the Multimedia Production Specialist Series that may include content creation, social media, and public outreach, this position concentrates on transforming raw footage into polished visual content that aligns with the City's messaging and branding goals.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Assemble, transfer, and organize raw video and audio footage for use in digital editing platforms.
- Analyze and follow scripts, outlines, or creative briefs to guide editing and post-production work.
- Edit video content for a variety of distribution channels, including social media, YouTube, cable television, and other City platforms.
- Create and incorporate motion graphics, titles, lower thirds, animations, and other visual elements to enhance video messaging.
- Add and edit sound, including music, sound effects, and voiceovers, to improve audio quality and emotional impact.
- Digitally splice and synchronize video and audio components into cohesive rough and final cuts.
- Adjust lighting, color balance, sound levels, etc., and correct visual or technical flaws to improve overall production quality.
- Maintain high standards of visual and audio quality in accordance with industry best practices, City branding, and legal guidelines.
- Collaborate closely with City departments, leadership, and community partners to align final products with vision and messaging objectives.
- Revise and refine video projects based on stakeholder feedback and ensure timely delivery of final versions.
- Maintain organized archives of project files and digital assets in accordance with City policies.
- Stay informed of evolving video production trends, techniques, and technologies to enhance the City's outreach and engagement.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

- Effectively communicate, both verbally and in writing, with a variety of audiences.
- Maintain prompt and regular attendance.
- Sound judgment and attention to detail.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires sitting for extended periods while editing video content, as well as standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. This position also requires grasping, gripping, repetitive hand movement, and fine coordination in operating cameras, editing equipment, and using a computer keyboard and related software; the ability to push, pull, drag, and/or lift up to 25 pounds; normal manual dexterity and hand/eye coordination; corrected vision to normal range; acute hearing for editing and sound mixing; and effective written and oral communication. Frequent contact with City staff, elected officials, vendors, and the general public is required. May, at times, work in adverse weather conditions while filming at community events or on-location shoots.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge and background in the following:

- An advanced understanding of sound effects and special effects.
- Editing various video projects and inserting sound effects, music, and transitions.
- Creating concept boards and other visual representations of planned edits for video projects.
- Public relations and public information dissemination standards, practices, and regulatory requirements.
- ADA compliance in video content (e.g., captioning standards, accessibility).
- Video formatting and compression techniques for various platforms (e.g., web, social, broadcast).
- Effective communication techniques.
- Principles and practices of public-sector branding and community outreach.
- Techniques for successful media and event management.
- Knowledge of relevant tools, software, and/or technology used within the role; proficiency in using professional editing platforms such as Adobe Premiere Pro, After Effects, DaVinci Resolve, or similar software.
- Record keeping and report writing.
- Modern social media sources.
- Understanding of organizational policies, procedures, and best practices, especially in a high-visibility environment.
- Principles and practices of excellent customer service.

- Knowledge of safe work practices, OSHA regulations, and workplace health and safety procedures to ensure a safe working environment.

The incumbent must have the ability to:

- Ensure project delivery meets established deadlines, quality standards, and accessibility requirements in accordance with departmental priorities and City branding guidelines.
- Multitask and work towards several milestones on various projects simultaneously.
- Understand the desired outcome of a project when meeting with clients and the ability to bring them to life.
- Collaborate well with other creative professionals in a team environment to supply clients with top-notch finalized products.
- Use a personal computer, telephone, and other electronic devices, to access information, complete documentation, and communicate effectively.
- Understand and follow both oral and written instructions accurately.
- Identify issues, evaluate data, and implement effective solutions (problem solving).
- Manage multiple priorities and meet deadlines.
- Perform tasks accurately and thoroughly, with a focus on quality.

Experience: Three (3) years of experience in professional media editing and production.

Preferred Experience:

- Experience working in a government or public-sector communications environment.
- Experience producing accessible content (captioning, subtitles, audio descriptions, etc.).

Education: A Bachelor's Degree from an accredited college or university with major course work in film editing, production, video editing, visual effects, cinematography, graphic design, or a closely related field. Additional years of relevant experience may substitute for education on a year-for-year basis.

Licenses and/or Certifications: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent.

Notes:

Classification established August 14, 2025