



Career Series: Media Technology	Job Code: 11315 Grade: E	Date Established: April 1, 2008	FLSA Category: NON-EXEMPT
------------------------------------	--------------------------------	------------------------------------	------------------------------

**JOB SUMMARY**

Under administrative direction, the technical classification is responsible for complex tasks, and has broad decision making authority as related to operations. This classification requires extensive knowledge of electronic and broadcast systems, Federal Communication Commission rules and regulations, and broadcasting techniques in order to support broadcast television, radio equipment, and related Broadcast Informational Technology (IT) systems.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Provides broadcast operational support, maintains technical parameters and required documentation, and provide broadcast related IT services.
2. Assists in the implementation of broadcast related systems and services as directed.
3. Analyzes and identifies problems occurring in broadcast facilities at the system and equipment levels. Perform preventative maintenance as directed.
4. **Monitor and control multiple licensed broadcast transmission systems.**
5. Trains and supervises student staff.
6. Advises and trains users of broadcast equipment, systems, and facilities.
7. Performs other duties as assigned.

**Worker Characteristics (knowledge, skills & abilities to perform the job duties)**

Knowledge of electronics or electronic engineering; technical math; Federal Communication Commission rules and regulations; broadcasting techniques; and employee training and development\*. Proficient in operations of broadcast IT based electronic communication equipment. Ability to interpret technical material in books, journals, and manuals ; advise and train users of broadcasting equipment; troubleshoot broadcasting systems, and equipment performing minor repairs to maintain quality of various broadcast and non-broadcast streams.  
(\* developed after employment)

**Minimum education & experience required (including training, registration & licensure)**

High School diploma or equivalent required, technical courses related to the broadcast industry required. Two year technical associate degree in electronics, electronic engineering, broadcast engineering, or related field preferred. Six months experience in broadcast electronic communication equipment operations and preventative maintenance or equivalent required. Twelve months preferred. Must be proficient in using IT based systems. Experience with broadcast related IT applications preferred. Proficient written and oral communications.

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity*