

COMMUNICATIONS - BROADCAST & MEDIA TECHNICIAN

Job Classification

Adopted: September 30, 2007

Revised: July 1, 2009

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of supervision and performance of routine technical tasks requiring the application of standard procedures, techniques and criteria.

Knowledge, Skills and Abilities

Familiarity with operation, maintenance, and troubleshooting procedures for computers, audio/visual equipment and multimedia equipment. Effective customer service and interpersonal skills. Basic problem solving and math skills. Ability to follow technical instructions, as well as applicable policies, rules, regulations and ethical practices. Ability to successfully work under pressure and meet deadlines. Ability to establish and maintain effective working relationships with staff.

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Level 3

PCLS: 02864

***Alternate PCLS: 09330

Grade 77

Non-Exempt

Descriptors

Work is performed under administrative supervision. Impact of work is broad in scope*. Performs complex* duties in areas of maintenance, production, operation, and programming. Operate and monitor radio and television broadcast transmitters, videotape systems, and master control panels. Investigate and resolve problems or issues. Perform complex* trouble-shooting of equipment. Review and maintain appropriate programming documentation. Ensure compliance with rules and regulations. May lead** staff. This level is distinguished from lower levels by the independence of maintenance and operation of complex equipment and systems, the responsibility and accountability for regulatory record-keeping and on-air signal.

Knowledge, Skills and Abilities

Same as level two, plus: Knowledge of the practical application of multi-media equipment and technology. Expertise with operation, maintenance, and troubleshooting procedures for computers, audio/visual, multimedia and broadcast equipment. Advanced knowledge of media production, communication and dissemination techniques and methods. Advanced knowledge of a broad range of computer software/hardware applications, including automation and computer-assisted editing systems. Knowledge of industry rules and regulations and University policies and procedures. Ability to ensure compliance with rules and regulations. Ability to exercise sound judgment, to analyze situations and make decisions.

Education and Experience

Some college coursework and two years relevant experience, or an equivalent combination of training and experience.

Level 4

PCLS: 02866

Grade 78

Non-Exempt

Descriptors

Work is performed under administrative supervision. This is a fully qualified technician level that performs technical duties in areas of production, operation, and programming that are large in complexity* AND scope*. Positions at this level independently select content for broadcast and create schedules for broadcast within established standards. Assist management in program planning, selection and development. Compile detailed program logs for use by lower level technicians. Review completed program and operating logs for performance and corrections. Generate performance reports and affidavits. Train and lead** lower level technicians. Provide program information and reports to internal and external parties. Ensure compliance with rules and regulations. This level is distinguished from lower levels by the responsibility and accountability for selecting content for broadcast, creating program and operating logs for lower levels as well as regulatory record-keeping and performance affidavits.

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