

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

**CLASS TITLE: PUBLIC ACCESS TELEVISION PROGRAM AND OPERATIONS
TECHNICIAN**

DEFINITION:

Under general supervision of the ITV Executive Producer, oversee day-to-day operations and programming of the public access television channel; operate television play-back, video servers, broadcast automation systems and electronic test equipment for cable television; work with the public regarding programs, productions and other inquiries and interactions as they relate to the Public Access television.

REPRESENTATIVE DUTIES

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Oversee the day-to-day operation and programming of the public access television channel.

Develop and manage program schedules and logs.

Collaborate and coordinate with local entities timeframes for live broadcasts.

Create and manage digital catalog files.

Import and encode video programs and interstitials into digital encoder unit.

Organize and manage a variety of files and inventory.

Coordinate with Engineers for technical assistance and maintenance on equipment.

Scan time lapse recordings, review technical notes, compile reports and find solutions to avoid reoccurrence of discrepancies.

Make recommendations on equipment replacement needs and purchases.

Review program logs.

Pull programs from library according to log.

Load tapes into machines.

Operate video servers and broadcast automation systems.

Make technical set-up adjustments to video tape machines, audio mixers, timebase correctors and video processors.

Verify program transmissions on program log.

Add program promotions and public service announcements into run schedule.

Program station character generator.

Duplicate TV programs onto appropriate medium for airing.

Monitor wave-form displays, VU meters, modulation meters, deviation meters, and other signal indicators, and make appropriate adjustments and minor repairs.

Feed programs over SDCOE internal television system.

Organize, manage and maintain a variety of logs, records and files using various mediums.

Prepare required reports.

Collaborate with other staff members to secure sponsorships and promotional opportunities.

NON-ESSENTIAL FUNCTIONS:

Perform other related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

California Driver's License

EDUCATION AND EXPERIENCE:

Education, training or experience which would clearly demonstrate possession of the knowledge and abilities detailed below. An example of typical qualifying experience would include: a minimum of three years of full-time experience in the operation of television equipment and program scheduling duties. Completion of college-level or industry recognized training in telecommunications is desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Terminology and procedures related to television transmission

Safety practices related to the daily operation of a television production and transmission facility

Multi-event clocks and timers

Satellite receiver tuning

Routing switchers

Television program scheduling, and traffic control procedures and support documents

Modern office procedures and organization

Basic arithmetic

Correct English usage, spelling, punctuation, vocabulary and grammar

ABILITY TO:

Set up and operate equipment, video servers and broadcast automation systems related to television transmission, such as video recorders and audio equipment

Set up, organize and maintain files

Operate multiple channels simultaneously

Follow oral and written instructions

Work under pressure of time constraints and deadlines

Exercise appropriate judgment in making decisions

Take immediate corrective action as necessary

Establish and maintain effective working relationships with all those contacted in the course of work

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

Duties are typically performed in an indoor setting.

Must be able to hear and speak to exchange information; see to distinguish color and perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other studio equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store tapes and supplies; lift equipment weighing up to 50 pounds.

Established	Approved by Personnel Commission	Revised	FLSA Status	Job Code	Salary Grade
06/2015	June 10, 2015		Non-Exempt		51