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 constrains 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.

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<th>Revised</th>
<th>FLSA Status</th>
<th>Job Code</th>
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