

MEDIA DISTRIBUTION FACILITATOR

Purpose Statement:

Under general supervision, the Media Distribution Facilitator performs a broad range of technical functions related to the setup, maintenance, design, and implementation of media equipment to maintain the integrity of the San Diego County Office of Education's on-air channels, online broadcasts, and live events.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

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:

- Operates, installs, and maintains equipment used in media distribution, broadcast, production, and live events; collaborates on repair of equipment as needed.
- Ensures functionality of products and equipment, compliance with federal regulations, and integration with existing systems.
- Ensures the proper use of file formats based on platform requirements.
- Facilitates live streaming and webcasting workflow from planning through archiving.
- Assists in making recommendations for equipment purchases, system designs, and facility utilization.
- Performs functions related to operation and maintenance of broadcast equipment and processes including maintenance, updates, program feeds, switching, routing, transcoding, recording and operating satellite downlink receivers.
- Designs, labels, and maintains wiring and cabling systems.

- Ensures availability of Facilitates necessary media project resources, including equipment and overall production logistics.
- Collaborates with vendors as needed in the planning of media-related projects and events.
- Provides technical support for in-person, virtual and hybrid meetings, and events as needed.
- Supports programming with content management through software-based automation system.
- Supports traffic by ensuring that programs air according to logs through broadcast management system.
- Maintains inventory, logs, records, and files.

Other Functions:

- Performs related duties as assigned.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities:

KNOWLEDGE OF:

Terminology and procedures related to media distribution, broadcast, and production;

Installation, operation, repair, and maintenance of media distribution, broadcast, and production equipment;

Safety practices related to the operation and maintenance of equipment in the studio, in the field, and remote locations;

FCC Rules and Regulations pertaining to broadcasting standards, practices, and technical operations.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Set up and operate, repair, and maintain media distribution, broadcast, and production equipment;

Identify the need for equipment repair and maintenance;

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

Exercise appropriate judgment in making decisions;

Maintain positive relations with others;

Maintain confidentiality of information;

Organize and prioritize work.

Meet continuous deadlines as assigned in a fast-paced environment.

Work effectively under pressure;
Maintain assigned databases, activity records, and reports;
Communicate effectively orally and in writing.

WORKING ENVIRONMENT:

ENVIRONMENT:

Duties are performed in an office setting and sound stage setting, including master control room, office setting and remote productions. May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit for extended periods of time; possess dexterity of hands and fingers to operate a computer keyboard and other equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and service computer equipment; lift objects weighing up to 50 pounds. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: High school diploma or equivalent document.

Experience: Three (3) years' work experience in media or video production roles, such as master control operator, engineer, or media/AV technician. Completion of college level or industry recognized training in telecommunications or multi-media may be considered in lieu of one year of required experience.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade: Classified Support Grade 056

Personnel Commission Approved: Oct. 18, 2023