

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: TELEVISION OPERATIONS TECHNICIAN, Grade 46

DEFINITION:

Under general supervision, operates television play-back and electronic test equipment for cable television and ITFS transmission systems; provides technical direction for program playback, production and post-production: assists in the production of live and recorded television and video streaming productions and supports audio-visual needs in the SDCOE event centers.

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 automated video server systems.

Makes technical setup adjustments to video, audio mixers, and video processors.

Verifies program transmission on programming log.

Adds programs, promotions and public service announcements in run of schedule.

Records off-air, live on-air, and satellite programs.

Routes appropriate audio and video for program broadcast or recording via routing switcher.

Edits content for production and on-air.

Insures proper operation of equipment and makes minor repairs.

Monitors wave form displays, vu-meters, and makes appropriate adjustments and minor repairs.

Operates satellite downlink receivers.

Maintains logs, records and files.

Assists with audio-visual needs in the event centers

Plans, organizes, and schedules productions

Researches subject matter for video productions

Develops product schedules, scripts and story boards

Operates production equipment such as cameras, Teleprompters, studio and on-location lighting, graphic generators, audio. and video systems.

NON-ESSENTIAL FUNCTIONS:

Performs other duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Qualifying experience must include the configuration and operation of audio and video, television playback, and transmission equipment. Completion of college level or industry recognized training in telecommunications may be considered in lieu of experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Terminology and procedures related to television production and transmission

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

ABILITY TO:

Set up and operate equipment related to television production and transmission such as video recorders, audio equipment, video servers, broadcast automation systems, satellite downlink receivers, and routing switchers, video conferencing and webcasting equipment.

Troubleshoot and make minor repairs on equipment

Work under pressure

Follow oral and written instructions

Maintain effective relations with others

WORKING CONDITIONS & PHYSICAL ABILITIES:

Master control room and office setting.

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 30 pounds.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Range
9/1/77	Sept. 1, 1977	3/96; 11/1/2002; 6/05, 06/14; 7/16; 09/18	Non-Exempt	46