

PALOMAR COMMUNITY COLLEGE DISTRICT

TELEVISION BROADCAST OPERATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To ensure the accurate broadcasting of scheduled television college programming; to perform a variety of technical production duties; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Manager, Television Production & Operations.

May exercise functional and technical supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Program and cue television college broadcasts according to established schedules and maintain programming logs.
2. Prepare air dubs and compilation tapes from master tapes.
3. Receive, enter and display public service and special announcements for broadcast on Educational Television.
4. Monitor delivery of programs to various reception sites and ensure compliance with FCC regulations.
5. Maintain inventory of pre-recorded master and air tapes; duplicate videotapes.
6. Create video promotional spots for broadcast on Educational Television.
7. Perform text editing and create computer graphics for promotional efforts as required.
8. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and procedures of video production and editing.

Methods and applications of computer graphics.

Principles and practices of marketing and advertising.

Modern office procedures, methods and equipment including computers.

FCC rules and regulations and broadcast standards.

Occupational hazards and standard safety procedures.

PALOMAR COMMUNITY COLLEGE DISTRICT
Television Broadcast Operator (*Continued*)

Ability to:

Ensure accurate broadcasting of college television programming.
Operate broadcast and video production equipment.
Create advertising and promotional materials.
Edit text and create computer graphics.
Duplicate and edit videotapes.
Work flexible hours including evenings and weekends.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Operate office equipment including computers and supporting word processing applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience in the operation of television broadcast equipment.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in communications or a related field.

WORKING CONDITIONS

Environmental Conditions:

Indoor environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; light lifting, repeated bending.