

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **DIGITAL SATELLITE MANAGER (CCCSAT)**

*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**

Direct, manage, supervise and coordinate the ongoing program development and television production of the California Community College Satellite Network (CCCSAT).

#### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direction from the Project Director and exercises supervision over professional, technical and clerical staff.

#### **ESSENTIAL FUNCTION STATEMENTS**

*Essential duties and other important responsibilities/duties may include, but are not limited to, the following:*

1. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
2. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend appropriate service and staffing levels.
3. Manage the activities of the CCCSAT Network regarding program development, design, production and the assigned of programming for appropriate distribution channels for higher education distance learning programs.
4. Act as liaison between CCCSAT, state and national agencies, business organizations to further the development of network programming resources; represent CCCSAT on local, regional and state committees.
5. Attend meetings of regional, state, and national committees and deliver presentations as requested by Project Director.
6. Supervise and direct the work of classified staff and consultants on the creation and production of TV satellite programs, promotional videos, network I.D.s and the live teleconferences.
7. Hire and supervise consultants, freelance industry personnel and content experts as required for program development.
8. Serve as executive producer/producer for state and national video programs to air on the CCCSAT Network.

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9. Consult with the CCCSAT Consulting Engineer and On Site Engineer to ensure that program video specifications meet the technical requirements for satellite delivery on the CCCSAT Network.
10. Collaborate with the web design team on the design of CCCSAT Network materials, including the Network brand design; manage the integration and implementation of Network channel designs and on-air broadcast image into the CCCSAT Network.
11. Assist on the creation of related promotional materials; manage the integration and implementation of these materials into the CCCSAT Network.
12. Consult with the CCCSAT Broadcast Operations Manager to coordinate program scheduling to ensure appropriate packaging and timely satellite delivery for the CCCSAT Network.
13. Initiate and develop relationships with CCCSAT affiliates and other community colleges, vendors, businesses, community groups, and related agencies to further the development of quality network programming.
14. Consult, advise and negotiate with clients of the CCCSAT Network to develop and produce educational and professional development training programs.
15. Collaborate with local, state and national educational groups to plan, budget and design CCCSAT programming.
16. Select, train, motivate and evaluate technical and professional personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
17. Oversee and participate in the development and administration of the budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
18. Provide responsible staff assistance to the Project Director.
19. Conduct a variety of organizational and operational studies, and investigations; recommend modifications to broadcast programs, policies and procedures as appropriate.
20. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Operational characteristics, services and activities of broadcast operations program.
- Principles, practices, objectives, goals, services and applications of distance learning programs.
- Principles of business letter writing and report preparation.
- Budget preparation and control.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of program development, administration, supervision and training.
- Modern office procedures, methods and equipment including computers.
- Community College organization, operations, policies and objectives.
- Pertinent federal, state and local codes, laws and regulations.

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**Ability to:**

- Manage day-to-day operations of a comprehensive broadcast operations program.
- Research, analyze and evaluate new service delivery methods and techniques.
- Manage multiple projects and meet critical broadcast deadlines and schedules.
- Supervise, train and evaluate staff.
- Prepare a wide range of distance learning materials, including television, Internet and related multi-media programs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; work closely and effectively with all levels of administrative and management entities in the community college system and with outside agencies and groups.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Budget preparation and control.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines.
- Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records; prepare clear and concise administrative and financial reports.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

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

**Experience:**

Five years of increasingly responsible experience in the preparation or management of a wide range of distance learning materials; including television, Internet and related multi-media programs including two years of administrative and supervisory responsibility.

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in broadcasting, television production or related field.

**License and/or Certificate:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

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**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty and staff.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary walking, standing and sitting for extended periods of time. Must be able to travel between 109 community college Districts.

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