



Classification Title: Media/Broadcast Engineer

Department:	Telecommunications/Grants	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	40
Supervision Received From:	Manager, Broadcast Operations	Date of Origin:	9/2016
Supervision Given:	Direction and Guidance	Last Revision:	9/2016

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 by individual positions.

JOB SUMMARY.

Provides computer, video and electronic design, support and repair for California Community Colleges (CCC) system-wide Telecommunications and Technology Infrastructure Program (TTIP) grant projects; diagnoses and resolves technical issues; ensures professional technical quality and proper operation of all professional video production and editing equipment, delivery systems, computers and other electronic equipment used by TTIP project staff.

DISTINGUISHING CHARACTERISTICS.

Media/Broadcast Engineer is distinguished from Educational Television Engineer by the former's responsibility for providing computer, video and electronic design, repair and support for CCC and TTIP video productions, either onsite or on location, while the latter classification is responsible for installing, operating, repairing and maintaining a wide variety of electronic television equipment for Educational Television.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Diagnoses technical problems with editing equipment, video distribution and delivery systems, video and data servers, data networking and computer systems for special use related to video conferencing, streaming media and professional video productions.
2. Sets up and breaks down video production equipment; connects, configures and tests equipment to ensure proper operation of all devices; provides real-time monitoring and video engineering support for onsite and on-location video productions.
3. Operates professional video production equipment, H.323 video conference systems and other equipment as necessary for webcasting, in-house productions or during video conference sessions.
4. Responds to requests, either by phone or email, for problem resolution related to installing and troubleshooting conference applications and web browser issues related to H.323 video conferencing and streaming media.
5. Researches, evaluates and recommends new equipment and technologies.
6. Designs and installs video system architecture for current video distribution and delivery methods.
7. Repairs and maintains technical and operational quality of professional video production and editing equipment, computer systems and video servers.

8. Provides day-to-day operational conference support including meeting rooms and CCC system-wide events; schedules meeting rooms, provides documentation and trains new users.
9. Maintains complete and accurate inventory records of TTIP project equipment; ensures completion of inventory surplus adjustments, audits and reconciliations.

Marginal Functions:

1. Provides recommendations regarding selection of technical personnel and outside contractors.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/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: Four years of progressively responsible broadcast engineering experience.

Education/Training: Equivalent to an associate's degree from an accredited college or university with major coursework in electronic communications, media, television production or a related field.

Knowledge of:

1. Computer hardware, operating systems and applications including Transmission Control Protocol/Internet Protocol (TCP/IP) networking applicable to areas of assigned responsibility.
2. Principles and practices of broadcast systems engineering.
3. Methods and techniques of audio-visual systems and equipment design and modification, including layout, production and configuration methods.
4. Inventory processes, policies, protocols and forms.
5. Diagnostic techniques for troubleshooting performance issues related to video conferencing, streaming media and professional video productions, including live webcast monitoring.
6. Modern office procedures, methods and equipment including computers and related software.
7. Federal Communications Commission (FCC) rules and regulations; National Television System Committee (NTSC) technical standards.
8. Safe work methods and occupational hazards and standard safety procedures.
9. Local, state and federal regulations, including terminology and processes applicable to areas of assigned responsibility.

Skill in:

1. Installing, repairing and maintaining production equipment including cameras, remote controls, audio systems, microphones, desktop video systems, post-production editing systems, media storage systems, video transcoders and streaming applications and encoders.
2. Operating and maintaining a wide variety of broadcast and audio/video production and editing equipment.
3. Setting up audio/video production equipment for effective use in both studio and field settings.
4. Ensuring accurate and timely completion of inventory surplus adjustments, audits and reconciliations.

5. Conducting research, evaluating alternatives and reaching sound conclusions in accordance with laws, regulations, policies and procedures.
6. Researching, evaluating, designing and recommending new equipment and related technologies.
7. Operating office equipment including computers and supporting business software.
8. Communicating clearly and effectively, both orally and in writing.
9. Working independently in the absence of supervision.
10. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
11. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The incumbent works under typical office conditions, and the noise level is usually quiet, and in a studio where the noise level is moderate; occasionally works in outside conditions, with exposure to weather, work on uneven surfaces and risks of electrical shock.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, stand or sit for prolonged periods; to stoop, kneel, bend or crouch, and lift up to 50 pounds; use hands repetitively to operate computer keyboards and broadcasting equipment; and possess near visual acuity and ability to differentiate operating equipment sounds.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.