



Classification Title: Educational Television Broadcast Assistant

Department:	Educational Television	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	23
Supervision Received From:	Manager, Educational Television and KKSM Radio Operations	Date of Origin:	3/2017
Supervision Given:	General Supervision	Last Revision:	3/2017

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.

Performs a variety of functions related to the recording, transmission and monitoring of educational television broadcasts, including troubleshooting and correcting technical or quality issues and ensuring programming airs as scheduled; creates rich media content for informational and promotional purposes; assists with asset management of educational television archival media content.

DISTINGUISHING CHARACTERISTICS.

Educational Television Broadcast Assistant is distinguished from Educational Television Broadcast Specialist by its responsibility for monitoring broadcast transmissions, correcting technical or quality issues and ensuring programming airs as scheduled, while the latter position is responsible for all media distribution for Educational Television including scheduling and serves as lead for assigned Educational Television Broadcast Assistants.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Programs and monitors the on-air automation systems transmission of broadcast programming; ensures programming airs as scheduled; monitors delivery of programs to various distribution entities; monitors on-air stream of broadcast content and provides technical support to students, staff and the general viewing community.
2. Creates informational and promotional content for the District and the viewing community using rich digital media production software.
3. Performs ingest of media content to broadcast server; assists with transcoding of various file formats for assorted distribution applications; assists with the preparation for and conversion of legacy format materials including tape and DVD formats to digital file format for long-term archival.
4. Performs various editing procedures including content trimming, color correction and audio signal optimization; assists with content population and maintenance of video on-demand materials.
5. Creates schedules, templates and playlists for Palomar College Television each semester using automated system.
6. Assists with physical and digital organization, importation and cataloging of archival content, utilizing a media asset management system.

Marginal Functions:

1. Attends various meetings.
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: Two years of increasingly responsible experience in the operation of television broadcast or on-air live streaming and similar equipment.

Education/Training: Equivalent to the completion of the twelfth grade supplemented by college-level coursework from an accredited college or university in communications or a related field

Preferred Qualifications:

Experience in an educational television setting.

Knowledge of:

1. Basic methods and procedures for broadcasting and monitoring on-air content and materials applicable to operation of an educational television station.
2. On-air broadcast automation system operations.
3. Methods, equipment and tools for editing broadcast content.
4. Various videotape formats, DVD authoring and closed captioning.
5. Federal Communications Commission (FCC) rules and regulations; broadcast and video standards.
6. Different media ingesting procedures.
7. Customer service practices and etiquette.
8. Modern office procedures, methods and equipment.
9. Occupational hazards and standard safety procedures applicable to the work.

Skill in:

1. Ensuring accurate broadcasting of educational television programming.
2. Operating broadcast equipment.
3. Editing broadcast content and on-demand video materials.
4. Understanding and following oral and written instructions.
5. Working independently in the absence of supervision.
6. Communicating clearly and effectively both orally and in writing.
7. Establishing and maintaining effective working relationships with those encountered in the course of work.
8. 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.

WORKING CONDITIONS.

Environmental Conditions: The incumbent works under office and studio conditions, and the noise level is usually quiet to moderate; interacts with students, faculty, staff, the public and occasionally with dissatisfied or abusive individuals.

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; use a computer keyboard and broadcasting equipment; and possess near visual acuity and the ability to differentiate operating equipment sounds. This position is required to work shifts outside of the traditional Monday-Friday work week.

TERMS OF EMPLOYMENT.

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