

BROADCASTING TECHNICIAN
(Bargaining Unit Position)
(Range 27)

DEFINITION

Under general supervision of the Languages and Communications Division Chair, provide technical assistance to faculty and students in the development of video taping and radio and television production; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Broadcasting Technician class is a single (non-series) class. Incumbents are assigned specialized duties requiring knowledge and abilities in the area of broadcasting.

ESSENTIAL FUNCTIONS

- Provide technical knowledge to and assist students and faculty in the use of radio and television facilities, including video production for classroom use;
- Supervise activities at the campus radio station;
- Supervise the laboratory activities of and provide constructive criticism to student broadcasters;
- Regulate broadcasting traffic from daily logs;
- Preview news and other broadcasting copy prior to transmission;
- Organize and direct student and faculty programs originating in the campus studios;
- Perform simple preventive maintenance on equipment;
- Adjust and make minor repairs to radio and television equipment;
- Receive and file recordings and transcriptions, and video broadcast tapes;
- Supervise, coordinate, and keep records of student broadcast assignments;
- Assist the radio/TV division instructors in related duties as required;
- Work independently on a variety of assignments requiring technical skills;
- Assist in budget preparation;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Establish and maintain cooperative working relationships;
- See for the purpose of reading laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Understand and carry out oral and written directions;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Work at a desk, conference table, or in meetings of various configurations;
- Lift and/or carry 25 pounds;
- Bend and twist, push and pull, stoop, kneel;
- Reach in all directions;
- Ascend and descend ladder;
- Perform other related duties as required.

DUTIES MAY VARY BY WORK LOCATION.

DESIRABLE QUALIFICATIONS

Education:

- Equivalent to completion of two years of college including course work in broadcasting; AA degree preferred.

Experience:

- Successful experience in radio and television broadcasting.

Knowledge of:

- Operation of both radio and television broadcasting news, music, interviewing, and management;
- Audio and video equipment used in transcribing and broadcasting;
- Operating procedures of radio and television stations including management-employee relationships and duties;
- Different styles and types of programming.

Board of Trustees Approval: 9-91, 5/5/99
CCCUE Approval: 4/25/99