

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Senior Radio Broadcast Specialist

Class Code: 30324

Pay Grade: GI

A. Purpose:

Researches, writes, records, and edits news features and stories for radio program production and broadcasting to bring regularly scheduled programs to the listening audience, and oversees the daily assignments and program content of the radio news staff.

B. Distinguishing Feature:

The Senior Radio Broadcast Specialist is responsible for planning and coordinating the day to day activities of the news staff and overseeing program content.

The Radio Broadcast Specialist produces cultural and news programs, records original music, and serves as on-air announcer, program host, and network operator for the radio broadcasting network.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Develops ideas, coordinates schedules, and approves story ideas of the news staff to ensure public service needs are met.
 - a. Meets with staff on a weekly basis to outline stories for the following week.
 - b. Edits stories of the news staff for on-air production.
 - c. Schedules staff for the hour long call-in program.
2. Researches, writes, edits and produces news features and stories by determining what stories to use, how the story should be written, and in what order stories should be broadcast to keep the listening public aware of current news items.
 - a. Searches for stories that affect South Dakota.
 - b. Researches pieces by using the Internet, reading publications, interviews and phone calls.
3. Conducts and records telephone and personal interviews by arranging interview time and place to record pertinent information that may possibly be used for broadcast.
 - a. Researches topic or individual for interview
 - b. Determines what parts of interview to include in broadcast.
4. Produces and records local classical music and jazz concerts by selecting music and narrating programs for broadcast.
5. Serves as on-air host of classical music, jazz music, news programs or live listener call-in programs by providing necessary announcing or hosting services to meet programming needs.
 - a. Selects music for programming that fits the underwriting and station ID breaks.
 - b. Researches the artists and pieces of music selected for introduction to audience.
 - c. Files newscast tapes and news copy for future reference.
 - d. Maintains the music library and its computerized catalogue system.

6. Produces and/or writes promotional and public service continuity by writing small spots promoting public radio or an upcoming public service that may be of interest to the public.
7. Monitors teletype messages and rewrites weather and news releases for airing by determining which items would be of interest to the listening public and to keep public informed of events and happenings.
8. Operates digital audio tape recording and play back equipment, computer editing and mixing systems, and the main on-air control computer system to produce quality programming.
 - a. Identifies problems and troubleshoots equipment when necessary.
 - b. Determines the need for new or replacement equipment.
 - c. Cleans equipment to ensure proper working condition.
9. Completes daily program and operating logs by reconciling time breaks and programs broadcast to ensure compliance with the Federal Communication Commission.
10. Performs other work as assigned.

D. Reporting Relationships:

Incumbent reports to the Radio Programming Manager and serves as lead worker over the radio news staff. Also provides assistance to college students with their radio labs by assigning and reviewing news stories.

E. Challenges and Problems:

Challenges include determining what stories to use; providing unbiased reports to listeners; maintaining communication with staff located at sites around the state; ensuring timeliness of each story; and dealing with conflicts that may arise.

Problems include the changing of events requiring immediate attention, quality of a story, news staff meeting deadlines, and broadening reporters story ideas.

F. Decision-making Authority:

Decisions include daily staff assignments, daily program content, editing and content of local news programming, and stories to be covered by news staff.

Decisions referred are funding sources, equipment purchases, personnel decisions, major program segments, and policy corrections or changes.

G. Contact with Others:

Daily contact with news personnel at several radio stations to exchange news material; artists, musicians, and performers to coordinate interviews and recordings; and the Governor, congressional delegates, and other state agency officials for the purpose of gathering news stories.

H. Working Conditions:

Work may occur in an office setting, radio control room, concert halls, theatres, and in the field covering news items and public affairs.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- practices, principles and techniques of radio broadcast production;
- research practices;
- broadcast writing;
- announcing techniques.

Ability to:

- speak clearly and fluently;
- communicate with a wide variety of personalities;
- condense written and verbal information into short and concise statements;
- direct the work of subordinate staff;
- move equipment necessary for recording programs.