

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Senior Broadcast Operating Technician

Class Code: 40333

Pay Grade: GH

A. Purpose:

Directs the work activities of Broadcast Operating Technicians and coordinates with engineering, programming, and production departments to ensure monitoring of the network and the on-air quality of the broadcast meet or exceed South Dakota Public Television and FCC standards.

B. Distinguishing Feature:

The Senior Broadcast Operating Technician either supervises or directs the work of Broadcast Operating Technicians and is responsible for the technical operations of SDPTV broadcast equipment, but is not responsible for maintenance of that equipment.

The Broadcast Operating Technician is responsible for operation of television and radio transmitting equipment.

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. Directs the activities of Broadcast Operating Technicians to ensure the network is provided with trained operations personnel 24 hours per day, 365 days per year.
 - a. Creates work schedules to ensure adequate personnel are available for each shift.
 - b. Trains new employees to ensure they have the knowledge and skill to operate the broadcast equipment without direct supervision.
 - c. Ensures all operations personnel are kept abreast of all network, FCC or PBS regulatory changes that affect broadcast operations.
2. Reviews and signs network operating logs to ensure compliance with network, PBS, and FCC rules and regulations.
 - a. Notifies programming personnel, engineers, and FCC officials of programming discrepancies, outages, transmitter anomalies, and tower light outages.
 - b. Designs and creates logs that satisfy agency and FCC requirements and incorporate changes.
3. Meets with programming, production, and engineering divisions to ensure consistent on-air appearance of each broadcast and to ensure all broadcast equipment is functioning properly.
 - a. Immediately notifies operations personnel of equipment or programming changes that could impact their performance of duties.
 - b. Devises alternate equipment configurations and assignments to ensure equipment failures do not disrupt the broadcast.
4. Oversees the organization and maintenance of the videotape library.
 - a. Assigns tape maintenance tasks to Broadcast Operating Technicians.
 - b. Maintains an adequate level of tape stock to ensure uninterrupted operations.
 - c. Organizes tape library to ensure orderly and logical storage.

5. Acts as co-administrator of the PBS Express on-line computer server to ensure availability to all users.
 - a. Performs simple maintenance on the server.
 - b. Creates and maintains accounts for all users.
 - c. Trains users and answers questions regarding use of software.
6. Times all broadcasts and determines when switching of equipment or signal can take place without disrupting what the public is viewing.
7. Trains new Broadcast Engineers on the various broadcast equipment and procedures used at SDPTV to ensure they understand the operational capabilities and requirements.
8. Attends programming, planning and scheduling meetings to ensure operational requirements and needs are addressed.
9. Performs other work as assigned.

D. Reporting Relationships:

Reports to the Director of Television Programming. Serves as a lead worker over Broadcast Operating Technicians.

E. Challenges and Problems:

Challenged to ensure operational continuity is maintained 24 hours per day, 365 days per year. Further challenged to devise a schedule that will meet the needs of the network while complying with state policy and accommodating personnel.

Problems resolved include scheduling issues, equipment problems, and staying in compliance with frequently changing FCC regulations and rules.

F. Decision-making Authority:

Decisions made include tasks to assign to subordinates, when to realign priorities to get the most important tasks accomplished first, and how to train personnel on equipment.

Decisions referred include budget decisions, policy development, and capital asset and supply purchases.

G. Contact with Others:

Weekly contact with Public Broadcasting System network personnel to discuss satellite coordinates and updates to the on-line computer service. Monthly contact with members of the public to answer questions about broadcast operations and to present tours of the broadcast facility.

H. Working Conditions:

Typical office environment as well as working around and with high voltage transmission equipment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- broadcast operations procedures and theories,
- FCC rules and regulation pertaining to broadcast operations,
- electronics terminology,
- maintenance requirements of broadcast equipment.

Ability to:

- follow broadcast station program logs,
- determine when maintenance required is beyond the capabilities of operations staff,
- work independently,
- communicate effectively
- lead and direct the work of others.