

PERALTA COMMUNITY COLLEGE DISTRICT - July 30, 2007

CLASSIFIED JOB DESCRIPTION

**TV BROADCAST COORDINATOR
(SEIU Local 1021 Salary Range 085)
Job Code: 955**

CLASS PURPOSE

Under direction of the Executive Director of Marketing, Public Relations and Communications to perform responsible technical work in the installation, maintenance, and operation of the Peralta radio and television equipment, distant-learning and cable television systems.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. Works some evenings and weekends, as required.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Oversees technical operations of the Peralta TV broadcasts.
- Installs, maintains, repairs and operates radio, television and cable transmission systems, computers and computer systems and associated equipment.
- Maintains logs; oversees technical quality of video and audio signals within Federal Communications Commission (F.C.C.) specifications; inventories technical equipment.
- Operates audio and video recording, playback and editing machines, studio and control equipment, including audio consoles, video switchers, cameras, character generators, computers and associated equipment. Arrange for major maintenance or repair of audio and video equipment.
- Sets up, checks, monitors, and operates remote broadcasting and transmitting equipment.
- Makes recommendations regarding upgrades and purchase of new equipment and materials; researches vendors, and prices; obtains equipment and supply quotes from vendors.
- Prepares and maintains a variety of records and reports.
- May be required to assist in installation and maintenance of radio equipment.
- Coordinates with program scheduler, crews of independent contractors and other staff as required.
- Coordinates televised Board Meeting broadcasts and tapings.
- Identifies equipment malfunctions and takes corrective action.

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- Monitors equipment operations to ensure conformance with federal standards; makes necessary adjustments; takes and records periodic equipment reading; logs operations.
- Monitors operation of transmitters within federal guidelines.
- May train technicians and student assistants in the use of equipment.
- Attends meetings and trade shows as needed.
- Recruits and trains student interns and hourly classified staff.
- Organizes and cleans equipment storage areas; locates and lost and misplaced equipment and parts that need repair.
- Initiates and produces video programs including live sports and news.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. A Bachelor's Degree from an accredited college or university in electronics, computer science or a related field and two (2) years of related work experience, including specialized training with equipment related to that used in TV, Radio, and cable facilities; or an equivalent combination of training and qualifying experience that could likely provide the knowledge, skills and abilities to perform the duties of the position.
2. Knowledge of Broadcast television analog and digital video systems.
3. Knowledge of methods and procedures for operating TV and cable transmission systems, computer systems, video, audio, editing, studio, and control room equipment
4. Knowledge of relevant F.C.C. rules and regulations.
5. Knowledge of installation, maintenance and repair of TV, Radio, and cable equipment.
6. Ability to follow oral and written directions; establish and maintain cooperative working relationships.
7. Ability to interact with faculty, staff, students, and the general public.
8. Ability to multitask and work accurately under deadline pressure.
9. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Demonstrated skills in the application of methods and techniques used in inspecting, testing, operating, and repairing electronic and digital media systems and equipment.
- Experience with server automation and networks.
- Demonstrated ability to maintain and repair equipment and systems using operations manual.
- Demonstrated ability to maintain and repair equipment and systems using operations manuals, schematics, and by attending training sessions.

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- Experience with troubleshooting, maintenance, repair and installation of cabling and connectivity of audio and video systems.
- Exporting with Apple and PC computer systems and servers.
- Experience with operation, maintenance, repair and installation of video, cameras, digital still cameras, television, studio switchers, and digital radio production and programming systems.
- Possess a valid California driver's license

SPECIAL REQUIREMENTS

- Ability to carry television cameras, lights, tripods; ability to work in high places such as studio lighting truss and antenna sites; ability to travel to field locations.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people
- Perform work which requires meeting strict deadlines, detailed attention to operations.
- Perform light manual work requiring finger dexterity and involving contact of high electrical voltage.
- Lift objects up to 50 pounds.
- Hours of work may not coincide with hours of normal college activity and shift assignments.

PHYSICAL REQUIREMENTS

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate video and audio equipment, computer keyboard and related tools
- Seeing to monitor and repair equipment
- Sitting or standing extended periods of time
- Stooping, kneeling or crouching and/or crawling
- Lifting moderately heavy objects

TOOLS AND EQUIPMENT USED

- Standard Office Equipment, computer and appropriate peripheral equipment.
- Telephone

Revised: N/A