

DIRECTOR OF TELEVISION ENGINEERING AND TECHNICAL OPERATIONS

DEFINITION

Directs and manages the engineering department and technical operations of the District's television station (KLCS-TV), including the development and implementation of policies and procedures that serve to augment the District's use of its television station as an effective medium for providing education and communication services.

TYPICAL DUTIES

Oversees and manages all technical broadcast operations, including transmitter, master control, in-studio, remote field, and boardroom.

Develops and implements the technical framework for the station's multimedia telecommunications network.

Makes recommendations regarding technical and design support systems for existing operational infrastructures and for future technological developments.

Provides in-depth analysis and technical and design support for the station's ability to remain competitive in a digital environment.

Recommends policies and procedures as a result of evolving technological developments.

Formulates and implements operational and capital budget plans, equipment design and acquisition plans, and revenue generating plans as appropriate.

Identifies and determines technical installation and equipment needs and devises appropriate solutions within budget and time parameters.

Negotiates transmission agreements with cable operators, spectrum brokers, satellite carriers, franchise representatives, and related agencies.

Directs, evaluates and assists in the supervision of the broadcast staff.

Plans, directs, reviews and may participate in training for staff.

Develops engineering guidelines and procedures.

Develops, implements and maintains technical protocols to support broadcast operations.

Directs, reviews, and participates in research designed to evaluate needs and services; equipment supply, and human resources; feasibility and cost effectiveness.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Television Engineering and Technical Operations is responsible for managing the engineering department and technical operations of KLCS television.

The General Manager, KLCS is the administrator responsible for the development and implementation of policies regarding the goals, purpose, and operation of Television Station KLCS and the administrative direction of the station's operation.

The Chief Broadcasting Engineer supervises Television Maintenance Engineers in the operation and maintenance of television broadcasting equipment in studios, mobile or remote units, and at the transmitter, and is responsible for compliance with related FCC regulations.

SUPERVISION

The Director of Television Engineering and Technical Operations receives general supervision from the General Manager, KLCS. General supervision is exercised over technical, engineering and support personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Fundamental principles, uses, capabilities, and limitations of television broadcasting equipment including advanced digital technologies to augment educational, instructional, and general information programming
- Principles and applications of electronics in production and transmission of live, recorded, and videotape color transmission of program material over a television broadcasting facility, and of multi-track audio recording and broadcasting
- Principles and practices of broadcasting and television station administration
- Principles of budgetary planning and control
- State of the art technological advancements in equipment, systems, and software
- General Public Broadcasting System operations
- FCC regulations regarding analog and digital broadcasting and related records, reports, and procedures
- Principles of organization, management, and supervision
- Principles of training, employee evaluation, and employee relations

Ability to:

- Plan, organize and coordinate a variety of technical broadcast operations for maximum efficiency and cost effectiveness
- Analyze operational effectiveness and develop and implement effective technological change
- Forecast equipment needs within budget parameters
- Work well under pressure of multiple priorities and deadlines
- Plan, coordinate, and provide leadership in complex activities involving many participants
- Analyze, organize, define and redefine project purpose and goals
- Promote cooperation and motivate team members
- Evaluate information and make decisions quickly
- Prepare clear, concise reports and make recommendations
- Make effective oral presentations
- Develop technical revenue generating opportunities utilizing station resources
- Oversee the selection, supervision, and evaluation of subordinate personnel

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a major in radio/television broadcasting, electronic/electrical engineering, or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Experience:

Four years of management experience in a television production and/or broadcast facility, including responsibility for projects relating to technical operations and equipment.

or

Six years of supervisory experience in a television production and/or broadcast facility, including responsibility for personnel engaged in the operation and maintenance of television broadcasting equipment.

Special:

A valid California Driver License.

Use of an automobile.

On call 24 hours a day, 7 days a week.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.
3. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of the position at any time.

Revised
04-13-05
MN

Reviewed
09-09-13
CA