

BROADCASTING TECHNICIAN

Code No.: 4-18-319

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position in the multi media field responsible for technical as well as creative aspects of radio and television programming. Employees of this class promote and expand uses of radio and television programming for an institution. The employee works under the general direction of an administrator. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Serves as advisor to radio and television service groups;

Coordinates new member training for service groups;

Promotes and expands uses of radio and television programming;

Schedules and produces jurisdiction's programming;

Oversees use and maintenance of facilities and equipment;

Prepares and submits annual budget;

Establishes and annually updates multi-year plan for equipment, facility and supply purchases;

Ensures facilities and programming comply with applicable federal, state, and local regulations;

Seeks available federal, state or local sources of grant funds to help underwrite cost of operation;

Prepares grant proposals;

Serves as technical advisor to staff, community members, and where applicable, to students;

Promotes instructional uses of broadcast facilities, where applicable, providing technical support as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the rules and regulations of the Federal Communications Commission; good knowledge of the various functions of a radio station; good knowledge of the practical facets of broadcasting; good knowledge of practical operations of video tape recording; good knowledge of techniques of preparing narratives, scripts and news copy for television presentation; good knowledge of English grammar and usage; working knowledge of television studio management; working knowledge of video recording and editing equipment; working knowledge of principles and practices of budget preparation and management; good oral and written communication skills; ability to prepare narratives, scripts and

news copy for television programs with specific emphasis on content and presentation; ability to communicate effectively both orally and in writing; ability to seek funding sources and make application; good public presentation; creativity; initiative; innovation; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma plus, EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year of paid full-time or its part-time equivalent experience in video programming development and production; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus three (3) years of paid full-time or its part-time equivalent experience in public relations/public information, broadcasting (radio and television), journalism, media presentation or closely related field, one (1) year of which shall have involved video programming development and production.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: February 8, 1990

REVISED: December 10, 1992