

RADIO STATION ASSISTANT

Code No: 4-18-442

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position in school district, is responsible for assisting the Radio Station Manager or other staff with the day-to day operations of a school-based radio broadcasting service. Responsibilities involve coordinating promotions and scheduling on-air announcements. Responsibilities further involve supervising, training, scheduling and evaluating radio station personnel including disc jockeys and interns. Employees may be required to serve as radio station host. The employee reports directly to and works under the general supervision of the Radio Station Manager, or other higher-level staff member. General supervision is exercised over a subordinate staff. Does related work as required.

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

Maintains programming logs;

Coordinates and schedules on-air promotions;

Conducts on-air interviews;

Coordinates the underwriters;

Produces donor announcements;

Assists in recruitment, supervision and evaluation of radio station personnel, including disc jockeys and interns;

Instructs students in radio broadcasting;

Assists Station Manager 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 including digital initiatives; good knowledge of the practical operations of broadcasting; good knowledge of proper techniques of on-air announcing; organizational ability; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; ability to supervise; ability to schedule resources; ability to maintain records; initiative; good judgement; physical condition commensurate with the demands of the position.

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

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree with a major or minor in Audio Visual Technology,

Communications, Broadcast Communications, or Radio Broadcasting, plus six (6) months of paid or documented volunteer full-time or its part-time equivalent experience in radio broadcasting or on-air radio broadcasting; OR,

- (B) Successful completion of BOCES' Radio Television/Broadcasting course, plus one (1) year of paid or documented volunteer full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Two (2) years of paid or documented volunteer full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B), or (C) above.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: March 8, 2001
REVISED: October 4, 2001
REVISED: January 8, 2009

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.