

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

[ITFS/CABLE PRODUCTION TECHNICIAN]

Cable Production and Broadcasting Technician

SALARY SCHEDULE: SSP11

**COST CENTER: OFFICE OF [COMMUNITY AFFAIRS AND PUBLIC INFORMATION]
COMMUNICATIONS AND COMMUNITY RELATIONS (9075)**

QUALIFICATIONS:

- (1) Associate's Degree from an accredited educational institution in electronics, engineering, broadcast engineer, or related field [and must include] or course work in electronics, television, audio, and/or broadcast systems. OR
- (2) Minimum of two (2) years satisfactory experience in a similar position.
- (3) Preference will be given to Certification as TV Broadcast Engineer;[[FCC license;]]Bachelor's degree.
- (4) [Experience utilizing digital systems and nonlinear editing systems.]
- (4) Experience in digital media and video on the internet.

KNOWLEDGE, SKILLS AND ABILITIES:

[Knowledge of current and new streaming media technologies.] Knowledge of streaming media technologies, video on the internet, and new digital media. Knowledge of television transmission equipment, such as KU-band and C-band satellite receivers [and microwave transmitters and receivers.] Knowledge of computer functions for data input, e-mail, word processing, spreadsheets, typing skills, bulletin board creation and broadcast [distribution programming.] programming distribution. Knowledge of both PC and Apple operating systems [preferred.] Knowledge of current copyright laws for [ITFS and] cable transmission. [Knowledge of District policies and procedures related to assignment.] Ability to organize and prioritize assignments. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Manager, [Instructional Television and Cable Broadcasting] Cable Broadcasting and Digital Media

JOB GOAL

[To provide support for the 24 hour a day, 7 day a week Instructional Television and Cable Broadcast system by maintaining all facility equipment; ITFS transmission and receiving equipment; the on-air cable channel schedule and all related equipment.] To provide technical support for the 24-hour-a-day, 7-days-a-week cable channels and internet channels by maintaining all equipment and facilities including Apple computers, on-air scheduling system and creating the on-air schedule, sound stage, studio control and master control.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide service by responding to a flexible schedule dictated by scheduled activities which will require evening and weekend work.
- * (2) Digitize programs; build program blocks; input cable channel schedule; monitor and maintain the cable channel transmission. [(MAV-70)]

ITFS / CABLE PRODUCTION TECHNICIAN (Continued)

- * (3) [Input ITFS schedule; record programs; operate and maintain satellite feeds and all other related equipment.] Record programs; operate and maintain satellite feeds and all other related equipment.
 - * (4) Perform preventative maintenance and basic troubleshooting and basic repair of analog and digital broadcast equipment and [system to include cameras, audio, routing systems, CG, linear and non-linear editing systems.] facilitate the outsourcing of equipment repair.
 - * (5) [Make changes in circuitry, design, and installation as needed.] Operate studio control room equipment- lighting controls, switcher, audio board and teleprompter.
 - * (6) Make changes in equipment and facility layout and basic cabling and installation as needed.
 - * (7) Monitor [ITV and] cable broadcasts to ensure proper dates, times and channels.
 - * (8) Archive video tapes [for ITFS and cable broadcasts.] and DVDs; duplicate videos as requested.
- [* (7) Duplicate video tapes as requested.]
- [* (8) Locate and/or obtain teaching materials which coordinate with any instructional or professional development programs.
 - * (9) Assist in keeping the ITFS channels operational and on the air for the legal minimum requirement.
 - * (10) Assist with satellite operations, work with receivers, transmitters, and computer based auto schedulers; operate VCRs as required.
 - * (11) Maintain accurate records, discrepancy reports, test reports, log entries, and other documents as required by FCC regulations and station requirements.]
- * (9) Assist in developing standard test procedures and conduct functional and operational tests to evaluate quality and performance for video, audio reception, recording, and transmission.
 - * (10) Maintain a broad knowledge of state-of-the-art technology and systems to effectively recommend changes, updates, and redesign of facilities.
 - * (11) Provide technical assistance to production staff.
- [* (15) Maintain files pertaining to ITFS and provide video tape distribution.]
- * (12) Communicate project updates to Manager, ITV/Cable Production and other project team members specific to each project.; report on assigned activities to the Manager, ITV/Cable Production on a regular basis as directed.
 - * (13) Facilitate the live-to-tape and live broadcast of school board meetings, workshops and other activities in the board chamber.
 - * (14) Demonstrate initiative in the performance of assigned responsibilities.
 - * (15) Provide for a safe and secure workplace.
 - * (16) Model and maintain high ethical standards.
 - * (17) Follow attendance, punctuality and proper dress rules.
 - * (18) Maintain confidentiality regarding school matters.
 - * (19) Maintain positive relationships with staff and vendors.
 - * (20) Participate in workshops and training sessions as required.
 - * (21) Communicate effectively with staff and vendors.
 - * (22) Keep supervisor informed of potential problems or unusual events.
 - * (23) Respond to inquiries and concerns in a timely manner.
 - * (24) Prepare all required reports and maintain all appropriate records.
 - * (25) Follow all School Board policies, rules and regulations.
 - * (26) Exhibit interpersonal skills to work as an effective team member.
 - * (27) Demonstrate support for the School District and its goals and priorities.
 - (28) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

ITFS / CABLE PRODUCTION TECHNICIAN (Continued)

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities