

EDUCATIONAL TELECOMMUNICATIONS REMOTE
TECHNICAL ASSISTANT SUPERVISOR

DESCRIPTION: Under limited supervision, assists in the full operation of a mobile broadcasting unit including maintenance, supervision of technical staff, location, staffing, and equipment. Assists the Remote Technical Supervisor with the responsibility of setting up, coordinating, and maintaining a wide variety of electrical, electronic, and satellite equipment for mobile television broadcasts.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Assists with preparing and monitoring mobile unit's budget; plans and requests future equipment needs; assists with developing, implementing, and monitoring policies, procedures and processes of the mobile unit.

Monitors and logs outgoing signals; monitors the strength clarity and reliability of incoming and outgoing signals; operates transmitters and control panels; sets up, adjusts, services, troubleshoots and repairs equipment, regulates fidelity, brightness, contrast, volume, and sound quality of television broadcasts.

Sets up and operates audio and video equipment including microphones, sound speakers, video screens, projectors, video monitors, recording equipment, sounds and mixing boards, associated spotlights and custom lighting systems; connects wires and cables. Controls audio equipment to regulate the volume and sound quality of live or recorded broadcasts.

Preview scheduled programs to ensure that signals are functioning and programs are ready for transmission. Select sources from which programming will be received, or through which programming will be transmitted.

Troubleshoot equipment problems, ensure that repairs are made, and make emergency repairs to equipment when necessary and possible.

Record sound onto tape or film for radio or television, checking its quality and making adjustments where necessary.

Align antennae with receiving dishes to obtain the clearest signal for transmission of broadcasts from field locations.

FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: FCC and ETV policies, rules and regulations; electronic and television broadcast theory, microwave system theory, information technology, electronic engineering, operation and maintenance of studio production and transmitting equipment, analog and digital systems, and mobile electronic equipment.

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SUPERVISOR (continued)

Ability to: Communicate and negotiate with diverse parties both within and outside the organization, operate equipment associated with a television broadcast system; supervise and schedule the work of others; monitor budgets, and recommend and purchase needed equipment.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: Transmission, broadcasting, switching, control and operation of television broadcasting, media production, computer networking, hardware and software, electronic engineering, FCC rules and regulations; personnel management of a technical staff.

Ability to: Direct a mobile broadcasting station staff, formulates technical and operating policies and procedures of a mobile television broadcasting studio and assign work priorities.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, but are not limited to the following coursework/training and/or experience.)

High school education or equivalent plus three to five years of combined experience and/or education in audio and broadcast engineering including television, radio and cable operations for varied broadcast areas involving both operation and maintenance experience, two years of which should include supervisory experience. An associate's degree in electronics, electrical engineering, or a related field is preferred.

SPECIAL NOTES:

Travel is required and work hours may fall outside of normal working hours.