EMPLOYMENT OPPORTUNITY

North Orange County Community College District

1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819
Telephone: (714) 808-4810  g  Job Line: (714) 808-4811
E-Mail Address: hr@nocccd.edu  g  Website: www.nocccd.edu

TELEVISION/VIDEO TECHNICIAN
JOB #FCC840
$3,682 - $4,468 per month

(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: September 1, 2010
CLOSING DATE: September 29, 2010
POSITION LOCATION: Fullerton College – Communications Department
SCHEDULED SHIFT: 8:00 a.m. - 5:00 p.m., Monday through Friday
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for operating, installing, maintaining, diagnosing, repairing, and fabricating a variety of sophisticated television, cable, satellite, and broadband equipment and systems and providing assistance and recommendations regarding equipment operation, repair and maintenance. Maintain, adjust, calibrate, diagnose, and repair a variety of sophisticated television production, reception, and transmission equipment including video cameras, video cassette recorders, teleprompters, satellite receivers, computer edit controllers, computer graphics generators, and production switchers. Install, configure, maintain, and design audio-visual systems for television production, editing, duplication, processing, reception, transmission, and teleconferencing. Research and review production needs, the capabilities of current and new equipment to determine the need for replacement; recommend purchase of equipment as appropriate. Set up cameras, studio lighting, teleprompters, remote production van, and related production equipment; and maintain appropriate signal levels and functions during studio or remote van production taping. Set up electronic field production, editing, duplication, cable channel playout, satellite reception, and teleconferencing equipment and maintenance appropriate signal levels and functions to meet the needs of production, postproduction, cable operations, and teleconferencing personnel; provide assistance in technical aspects of video activities. Instruct faculty, staff, and students in the proper operation of television production, editing, duplication, reception, and transmission equipment; answer questions and provide technical information and assistance as necessary. Install repaired equipment to systems; check and repair complete systems; diagnose problems with audio and video systems in television truck, editing systems and studio. Maintain a variety of records, logs and files including records of equipment maintenance and repair, production schedules and inventory. Learn and apply emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS

Education and Experience: Two (2) years of college level course work in video engineering or a related field* AND Minimum two (2) years increasingly responsible experience in the maintenance, diagnosis, repair, integration, and systems design of audio, video, and related equipment.

* A list of completed college courses must be provided with the application – See section “Application Procedure”.

Ability to: Operate, maintain, diagnosis, and repair a variety of sophisticated television and video production, processing, reception, playout, and transmission equipment, including composite and component video broadcast quality formats; operate computer and applicable software; operate precision testing and diagnostic equipment; research and review production needs and capabilities of current and new equipment; plan, organize and prioritize work; work independently with little direction; meet schedules and time lines; understand and follow oral and written directions; communicate effectively, both orally and in writing; review situations accurately and determine appropriate action according to established guidelines; establish and maintain effective working relationships with others.

Knowledge of: Methods, equipment, and materials used in television and radio production, processing, reception, and transmission; the operation and maintenance of a variety of sophisticated television, video processing, satellite reception, broadband, cable, and transmission equipment; District and federal policies on copyrighted materials and FCC regulations; correct English usage, grammar, spelling, punctuation, and vocabulary; interpersonal skills using tact, patience, and courtesy; record-keeping techniques.
LICENSES AND OTHER REQUIREMENTS

A valid California driver's license. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0)

DESIABLE QUALIFICATIONS

Ability to set-up, maintain, and be current on media servers such as Macintosh and Doremi, and on Final cut Pro Studio. Experience as a production engineer as part of studio and remote location multi-camera production crews, including engineering advance surveys of location production venues. Knowledge of and familiarity with maintenance and repair of 16mm production equipment. Experience maintaining and repairing lighting grids and lighting instruments.

WORKING RELATIONSHIPS

The Television/Video Technician maintains frequent contact with Communications Department staff, faculty, students and outside vendors.

WORKING CONDITIONS

Television and radio production environment; subject to exposure to various chemicals; subject to heavy lifting and carrying (up to 80 pounds unassisted), and climbing ladders to conduct work; repetitive use of upper extremities; fine manipulation; bending and stooping.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1) District Classified Application (All sections must be completed.)

   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

2) List of completed college course work in video engineering or related field.

   May be a list compiled by applicant or unofficial transcripts; must be submitted with application. Applications submitted without a list of college course work or transcripts attached will be deemed incomplete and will not be considered.

Note: The incumbent will be required to submit official college transcripts at the time of hire.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #FCC840, Television/Video Technician, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE

Completed applications must be received in the Human Resources office on or before September 29, 2010, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.