RADIO BROADCAST TECHNICIAN  
JOB #FCC921  
$3,682 - $4,468 per Month

The District pays employee's portion of PERS retirement contribution.  
This is a classified position subject to a one-year probationary period.

DATE POSTED: July 18, 2013  
100% Position, 12 MONTHS PER YEAR

CLOSING DATE: August 15, 2013

POSITION LOCATION: Fullerton College – Communications Department

SCHEDULED SHIFT: 8:00 a.m. – 4:30 p.m.; Monday – Friday
(Schedule and shift are subject to change in accordance with department needs.)

STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for overseeing activities of radio broadcasting facilities and equipment, assuring compliance with Federal Communications Commission (FCC) requirements. Oversee the radio station operations; implement station program music rotation and programming; schedule and edit data files for automation program; review all materials received, such as music, recorded public service announcements, and correspondences. Schedule music, traffic and program log; provide technical expertise and assistance to students and instructional staff. Record and produce various announcements and music for use on radio station; develop commercials for on-air use. Connect broadcast lines for “remote” play-by-play broadcasts; transfer audio files from production studio to on-air studio via computer. Operate a wide variety of specialized and computerized broadcast audio production equipment; troubleshoot and perform minor repairs on related equipment as needed. Maintain transmitter logs as required according to FCC established procedures; maintain adequate supplies and materials for broadcast classes according to established guidelines. Maintain music file; assist with other clerical activities as directed. Learn and apply emerging technologies as necessary to perform duties in an efficient, organized and timely manner. Research and recommend equipment purchases; determine required specifications. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience Two (2) years of college-level course work in radio communications or related field AND minimum three (3) years of commercial radio broadcasting experience.

Ability to: Implement programming and station format and assure compliance with FCC requirements; configure and operate current computer equipment used in radio facilities; read, interpret, apply and explain rules, regulations, policies and procedures; work independently with little direction; plan, organize, and prioritize work; meet schedules and time lines; understand and follow oral and written directions; establish and maintain effective working relationships with others.

Knowledge of: The methods, techniques and terminology used in radio station operations; operation and maintenance of specialized broadcast and audio production equipment; various broadcast industry software programs; FCC rules and regulations related to radio broadcasting; record-keeping techniques; interpersonal skills using tact, patience and courtesy; principles and practices of supervision and training.

Licenses and other requirements: Position requires 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 Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0).
WORKING RELATIONSHIPS
The Radio Broadcast Technician maintains frequent contact with faculty, students and outside vendors.

WORKING CONDITIONS
Broadcast facility environment; subject to lifting (up to 50 pounds unassisted), subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

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

2. List of completed college course work OR transcripts in radio communications or related field:
   May be a list compiled by applicant or official/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.

3. Copy of valid California Driver’s License:
   Must be submitted with application. Applications submitted without a copy of California Driver’s License will be deemed incomplete and will not be considered.

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 #FCC921, Radio Broadcast Technician in all correspondence. You may include cover letters, resumes, and 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 August 15, 2013, 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. NOCCCD will not sponsor any visa applications.

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