

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Radio Broadcast Technician	Range:	40
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for overseeing activities of radio broadcasting facilities and equipment, assuring compliance with Federal Communications Commission requirements.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Oversees the radio station operations; implements station program music rotation and programming; schedules and edits data file for automation program; reviews all materials received, such as music, recorded public service announcements, and correspondence.
2.	Schedules music, traffic and program log; provides technical expertise and assistance to students and instructional staff.
3.	Records and produces various announcements and music for use on radio station; develops commercials for on-air use.
4.	Connects broadcast lines for "remote" play-by-play broadcasts; transfers audio files from production studio to on-air studio via computer.
5.	Operates a wide variety of specialized and computerized broadcast audio production equipment; troubleshoots and performs minor repairs on related equipment as needed.
6.	Maintains transmitter logs as required according to FCC established procedures; maintains adequate supplies and materials for broadcast classes according to established guidelines.
7.	Maintains music file; assists with other clerical activities as directed.
8.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
9.	Researches and recommends equipment purchases; determines required specifications.
9.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Radio Broadcast Technician maintains frequent contact with faculty, students and outside vendors.

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EDUCATION AND EXPERIENCE

Two (2) years of college level course work in radio communications or a related field
Minimum three (3) years of commercial radio broadcasting experience

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of methods, techniques and terminology used in radio station operations
Knowledge of operation and maintenance of specialized broadcast and audio production equipment
Knowledge of various broadcast industry software programs
Knowledge of FCC rules and regulations related to radio broadcasting
Knowledge of record-keeping techniques
Knowledge of interpersonal skills using tact, patience and courtesy
Knowledge of principles and practices of supervision and training
Ability to implement programming and station format and assure compliance with FCC requirements
Ability to configure and operate current computer equipment used in radio facilities
Ability to read, interpret, apply and explain rules, regulations, policies and procedures.
Ability to work independently with little direction
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Driver's License

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.
