

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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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.
10.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
11.	Performs related duties as assigned.

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## OTHER FUNCTIONS

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## WORKING RELATIONSHIPS

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

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## EDUCATION AND EXPERIENCE

### Minimum Qualifications

Two (2) years of college level course work in radio communications or a related field  
Minimum three (3) years of commercial radio broadcasting experience  
Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## 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

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## SPECIAL REQUIREMENTS

A valid California Driver's License

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## 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.

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