

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Broadcast Operations Specialist

Unit: Office Technical

Page: 1 of 2
Job Code: J1030
Original Date: 01/1991
Last Revision: 04/2017
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 21

DEFINITION

Under the direction of a Dean and the Radio Station Operations Supervisor or assigned supervisor or manager, develop, format, and implement all programming for KSDS radio station in a 24/7 operation; train and provide work direction to paid, volunteer, and student on-air personnel in the operation of radio station equipment; maintain a music library.

DISTINGUISHING CHARACTERISTICS

The Lead Broadcast Operations Specialist class performs many of the same duties as the Broadcast Operations Specialist but also serves as permanent lead worker for shifts in a 24/7 operation of contract employees, hourly employees, and volunteers on an ongoing basis. Incumbents in the Broadcast Operations Specialist class may act in a lead capacity on occasion.

EXAMPLE OF DUTIES

1. Coordinate and plan the daily radio station operation, including format, auditioning, and scheduling of announcers, program material, and announcements; produce and maintain programming balance of music, news, and public service announcements recommended by the Federal Communications Commission (FCC). Coordinate remote programming activities by taping performances and scheduling for air time.
2. Ensure legal operation of KSDS in compliance with FCC rules and regulations and applicable State laws; maintain radio station operating log, program files, music library, and public inspection files required by the Federal Communications Commission.
3. Train students in proper operation and care of radio station equipment; assist on-air personnel with any problems encountered in the operation of equipment.
4. Develop and implement public affairs program; schedule use of facilities for on-air production, instruction, and practice. Coordinate and schedule special events and other radio station promotional activities.
5. Perform routine preventive maintenance on station equipment; order and store equipment and supplies; monitor station security and alarm systems.
6. Establish and maintain liaison with FCC, professional unions, record producers, radio stations, record stores, and the public.
7. Request and audition new records; determine which are compatible with station programming and include new acquisitions in station music library.
8. Train and provide work direction to paid, volunteer, and student on-air personnel and maintain on-air quality of programming, including auditioning, scheduling and on-air performance; train and provide work direction to students and aides.
9. Provide information to station listeners and prospective students as requested; ensure effective student/audience relationship.
10. Operate computers to access, create, update, and maintain files, folders, records, and websites.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education Code.
- Computer applications, including word processing, spreadsheets, and databases.
- English usage, grammar, spelling punctuation, and vocabulary.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communications skills.
- Procedures and techniques of operating and maintaining radio station production equipment.
- Radio programming, including format construction, music selection, music scheduling, and production.
- Record-keeping techniques.
- Rules and regulations of the Federal Communications Commission.
- Technical aspects of field of specialty.

Skills and Abilities:

- Analyze available audience research
- Communicate effectively both orally and in writing.
- Determine legality and propriety of radio copy within station/government policy.
- Establish and maintain effective working relationships with others.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Motivate others to work effectively.
- Operate computer hardware and software.
- Plan and organize work.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work independently with little direction.

Training and Experience:

- Any combination of training and experience equivalent to: two years of radio programming and production experience for a commercial or non-commercial broadcasting station.

License:

None

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable