

## BROADCAST SYSTEMS OPERATOR

### DEFINITION

Operates a variety of electronic and mechanical equipment used in the production, recording, editing, dubbing, and broadcasting of digital programs.

### TYPICAL DUTIES

Operates a variety of electronic and mechanical equipment including cameras; audio, video, teleprompters, lighting, editing, and duplicating systems; recorders; system servers; broadcast automation equipment; and character generators during studio and remote production of programs post production, and broadcast operations.

Operates Master Control by performing a combination of the following duties:

- Activate and control the transmitter.
- Air programs in a multi-channel schedule.
- Record and check the program's quality from various sources.
- Access and solve on-air problems in Master Control and Production Control.
- Assure that the transmissions meet the Federal Communications Commission (FCC) standards.

- Assists Broadcast Engineers in installing and removing technical equipment and wiring.
- Assists in setting up and testing analog and digital studio and transmission equipment.
- Operates studio and field cameras for a variety of productions.
- Edits raw footage for use in video content production and news stories for broadcasting online and related media platforms.
- Manages and maintains files and assets for a variety of mediums, including web.
- Provides technical expertise and creative insight to staff and Station clients when coordinating and executing media projects.
- Writes and edits for news, promos, public service announcements, and scripts.
- Sets up, lights, paints, maintains, and repairs equipment, and scenery and props used in television production and broadcasting in-studio and on location.
- Uses multiple source editing systems and makes adjustments to maintain edit decision lists and proper audio/video levels and placement.
- Serves as technical director on productions.
- Conducts on-camera interviews.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Broadcast Systems Operator provides operational support by setting up, loading, adjusting, and operating a variety of analog and digital equipment used in television production, post-production, and transmission of programs.

A Broadcast Engineer services and integrates existing and new equipment to support the operational needs of the KLCS-Channel 58 television station at the studio, transmitter, and remote sites; advises the Director of Television Engineering and Technical Operations regarding

equipment conditions and purchase needs and provides detailed project supervision of vendor installation efforts.

## SUPERVISION

General supervision is received from the Director of Television Engineering and Technical Operations. Work direction is received from a Broadcast Engineer and TV Producer-Director. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Proper operation of analog and digital broadcast television and production equipment
- FCC regulations pertaining to broadcast operations
- Safety practices related to the operation of television production equipment
- Windows and Macintosh computer operating systems
- Microsoft Office Suite
- Adobe Creative Cloud with an emphasis in Premiere Pro, After Effects, and Photoshop
- Computerized video automation systems and the use of video servers

### Ability to:

- Properly operate digital broadcasting equipment
- Use computer hardware to input, edit, and format data and information
- Use multiple source editing equipment
- Maintain accurate logs and records
- Work independently as needed
- Manage workload to accommodate shifting deadlines
- Produce word-processing and email documents
- Safely and competently use hand tools
- Make informed and appropriate decisions under pressure
- Use editing software to assemble video, graphic, and audio into a visual presentation
- Apply color correction and finishing to video projects
- Perform multiple job functions in a professional and cooperative manner
- Take creative direction and collaborate within a team
- Stay current with changing media and technology such as video cameras and non-linear editing
- Maintain a clean and safe work environment
- Give functional supervision to production crew members as Technical Director
- Demonstrate good customer service/client and teamwork skills
- Maintain accurate logs and records

### Special Physical Requirements:

- Safely lift and carry equipment weighing up to 50 pounds
- Stand for long periods while shooting video
- Sit for extended periods while editing video
- Auditory and visual acuity as required to analyze quality of television broadcast signals
- Color perception as required to evaluate color transmissions
- Climb ladders measuring up to 16 feet
- Work in crawl spaces

## ENTRANCE QUALIFICATIONS

### Education:

Two years in a recognized college, university, or technical school with courses in television or film production, broadcasting, communications, digital media, or computer technology or a certificate of completion of specialized curriculum in communications from the armed forces. Additional qualifying experience may be substituted for the required education on a year-for-year basis provided that graduation from a high school or evidence of equivalent educational proficiency is met. An Associates in Arts degree with a major in television or film production/broadcasting, communications, or digital media is preferable.

### Experience:

Two years of experience operating video and audio equipment and editing in a broadcast, cable, production or post-production facility.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

## SPECIAL NOTE:

Positions in this class may be required to work various shifts in a 24-hour, 7-day a week broadcast operation.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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