

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 California Driver License.
Use of an automobile.

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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