

KCSM DIRECTOR OF RADIO PROGRAM OPERATIONS

A. General Statement

This is technical work- at the action level involved in the daily operation of a radio station. The Director of Radio Program Operations is responsible for all KCSM-FM activities related to daily implementation of the station's broadcast schedule, to operation of equipment for studio and remote production, satellite transmission, subcontracted audio services and coordination of the station's traffic functions. Public contact includes station personnel, equipment and material vendors for the purpose of maintaining current information in these areas. A moderate degree of independent judgment and creativity is required to resolve the many minor and occasionally major problems that occur. Consequences of errors in judgment could be costly in materials. The Director of Radio Program Operations leads the work of student assistants as needed.

B. Sample Functions

The Director of Radio Program Operations

- I. supervises the typing of the daily program log;
 2. assigns student announcers and other required personnel to the broadcast schedule; directs the work of student assistants in conjunction with other staff;
 3. reviews operational order of all required equipment needed for daily broadcast, including all tape, disc and cartridge programs and announcements;
 4. records program material from the satellite, as requested on record schedules, and coordinates their preparation for broadcast; maintains the tape library;
 5. directs the work of Radio Broadcasting students assigned to participate in the operation of KCSM-FM as part of an academic curriculum, in conjunction with the faculty of the College of San Mateo;
 6. schedules station production facilities; operates production and on-air equipment; schedules engineers for studio and remote productions, including checking equipment in and out to producers as necessary;
 7. coordinates the operation of the station's news wire and DACS machines; distributes information from these services to appropriate staff;
 8. supervises projects requiring satellite transmission, including ordering satellite time;
 9. consults and cooperates with the Assistant Chief Engineer/Radio in matters pertaining to operations; consults with the Assistant Chief Engineer/Radio regarding all broadcast and production equipment purchase and maintenance;

KCSM DIRECTOR OF RADIO PROGRAM OPERATIONS (continued)

10. acts as alternate chief operator for KCSM-FM, per Federal Communications Commission regulations, as needed; and
11. performs related duties as required.

C. Knowledge, Skills, and Abilities

Training Guidelines

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| 1. Knowledge of equipment, staffing and other material required for radio broadcasting. | 1. College courses; job experience. |
| 2. Knowledge of logging and broadcast procedures, as required by the Federal Communications Commission. | 2. FCC Restricted Operator's Permit. |
| 3. Knowledge of standard procedures involved in radio production, engineering, and programming. | 3. College courses; job experience. |
| 4. Ability to work cooperatively with others. | 4. Job experience; college courses. |
| 5. Ability to communicate effectively with persons of diverse cultures and language groups. | 5. Job experience; life experience. |

D. Education and Experience

This position requires a combination of education and experience equivalent to an Associate of Arts degree in Telecommunications, Broadcasting or a closely related field; successful work experience in a broadcast station that has included operations, production, public contact with people of diverse cultures and language groups; and possession of a valid Restricted Operator's Permit from the Federal Communications Commission.

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