

DIRECTOR OF TECHNOLOGY (KCSM)

A. General Statement

This is technical work at the supervisory level involved in managing the direct daily technical operations of the community college public broadcasting and cable stations, station computer, cable, other closed circuit and auxiliary systems. Under direction, the position supervises the work of engineering, maintenance, system and operation staff, and is responsible for planning of open circuit television and radio stations and related systems. Public contact is extensive and includes station staff, contractors, regulatory agencies, outside station representatives, on-air talent, students and others to exchange technical and operational information. A high degree of independent judgment and creativity is required to analyze, interpret and apply complex policies and procedures to the resolution of a variety of minor and major problems that arise. Consequences of errors in judgment could be costly in equipment, regulatory compliance, employee time and money. A Director of Technology can direct the work of station staff, contractors and student assistants as assigned.

B. Examples of Essential Functions

A Director of Technology

1. exchanges information with management and other station staff, contractors, public broadcasting networks, students, licensing and other regulatory agencies and the general public regarding television, radio and cable productions and programming; confers with station engineering and operations maintenance staff to develop short- and long-range production plans, evaluate equipment and staffing needs, develop project timelines and cost estimates, assure quality control and regulation compliance, and a variety of other issues; serves as technical and operational resource for community, business, education, media and other personnel regarding use of the facilities and equipment for programs, special events, meetings and other bookings; drives a motor vehicle to attend meetings and make presentations;
2. plans, organizes, implements and evaluates the operation, maintenance and engineering of the telecommunications systems; prescribes maintenance and operational procedures for the system; coordinates the installation and maintenance of the technical facilities and daily maintenance logs as required by the Federal Communications Commission;
3. trains, directs and evaluates the work of broadcast engineers, other staff and student assistants as assigned; coordinates the work of non-technical staff on special projects;
4. makes recommendations for the purchase and modification of telecommunications equipment and supplies; assesses and implements appropriate safety procedures for the technology staff as required;
5. monitors expenditures of the technology budget; makes recommendations for budgetary changes as needed;
6. uses a database and a variety of computer software to set up and maintain documentation, preventive maintenance records, equipment usage logs, statistical, financial and a variety of other data; researches, compiles data for, formats and prepares special and regular reports as assigned, including license renewal and required files; composes a prepares correspondence, memoranda, documentation, reports and other written materials;
7. directs the scheduling and marketing of station facilities by determining appropriate rates and policies for operations; plans marketing campaigns and analyzes outcomes in conjunction with station management and other staff and representatives.

C. Nonessential Functions

1. Performs other related duties as assigned.

D. Knowledge, Skills and Abilities

Training Guidelines

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| <ol style="list-style-type: none"> 1. Knowledge of the equipment, staffing, standards and documentation required by the Federal Communications Commission for television, cable and radio public broadcasting stations. 2. Knowledge of the safety policies and procedures related to broadcast technology. 3. Knowledge of engineering, maintenance and system operations required for television, cable and radio transmissions. 4. Skill in analyzing, interpreting and implementing complex procedural and policy regulations. 5. Skill in directing and evaluating the work of technical staff in broadcasting. 6. Skill in respectful, sensitive communication with people at all levels within organizations who are diverse in their cultures, language groups and abilities. 7. Skill in oral communication, including public speaking. 8. Skill in written communication, including technical writing for documentation. 9. Skill in using a database and a variety of computer software to enter, track, format and prepare complex data for reports, correspondence, marketing and other materials. 10. Skill in working effectively as part of a customer service team. | <ol style="list-style-type: none"> 1. Job experience; special training; job training. 2. Job experience; special training. 3. Job experience; special training. 4. Job experience; college courses. 5. Job experience; special courses. 6. Job experience; life experience. 7. College courses; special courses. 8. College courses; job experience; special training. 9. College courses; job experience; special training. 10. Job experience; life experience. |
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E. Physical/Other Requirements

This classification requires visual acuity and comparison; attention to detail; manual dexterity; accurate work under deadline pressure; data analysis, comparison and interpretation; oral communication, including public speaking; persuasive communication; negotiation; good memory and active listening; tact, patience, flexibility and adaptability in order to perform the essential functions.

F. Education and Experience

This classification requires a combination of education and experience equivalent to successful television or cable station work experience of increasing responsibility that has included demonstrated knowledge of licensing and other applicable broadcast regulations, standards and documentation; directing the work of technical broadcast staff in television or cable operations; design, installation, operations and maintenance of telecommunications systems; demonstrated skill in implementing appropriate safety procedures; extensive public contact with people at all levels within organizations who are diverse in their cultures, language groups and abilities; use of a variety of computer software to format and prepare complex reports, correspondence and other written materials; demonstrated skills in oral and written communication; possession of a Bachelor's degree in telecommunications, computer science, engineering or closely related field. A valid California Driver's License and the ability to drive a motor vehicle to off-site locations are required.