DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform highly technical and specialized duties involved in the television operations of the Instructional Media Center; to coordinate, supervise, and perform technical duties related to the production, recording, and distribution of closed circuit television and video production programs; to oversee and supervise the operations of the television studio and control room; and to maintain and perform minor repairs to all television related equipment. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification direct, coordinate, and supervise the work of others. This job class exercises responsibility for supervising and directing the activities and operations related to television and video production functions of the District and for overseeing the technical operations of the television studio control room.

SUPERVISOR: Dean of Extended Education/Telecommunications

TYPICAL DUTIES:

- Organizes, directs, coordinates, and supervises the day-to-day activities of the television and video production, recording, and distribution operations.

- Plans and oversees the work schedule of the evening Television Technician; assigns, monitors, and evaluates completed work assignments for compliance to established procedures and standards.

- Trains assigned staff and student workers in appropriate technical procedures and methods.

- Directs, assists, and/or works with instructors in using the television services of the media center including the recording and distribution of programs, production of programs, and inservice education activities.

- Operates and supervises the operations of the television studio and control room.

- Coordinates the production, maintenance, and distribution of VT Project programs in conjunction with outreach services.

- Operates a variety of closed circuit television and portable video equipment such as closed circuit television transmitters and power amps, multtube and singletube color video cameras, oscilloscopes, satellite television receivers and dishes, special effects generators, video tape players and recorders, modulators, microphones, audio amplifiers and equalizers, television monitors, etc.

Typical Duties (continued):
- Adjusts, maintains, and performs minor repairs on all television related equipment; installs, removes, and replaces television components, electronic subassemblies, cabling, and antennas.
- Designs specialized television systems to meet specific needs of the college.
- Designs and installs video related audio systems and operates satellite television receivers.
- Confers with staff and patrons regarding television productions, off-air recordings and playback activities.
- Makes copies of video tapes per request and coordinates the distribution of same to appropriate parties.
- Records television programs and plays back for classes via a closed circuit television system.
- Develops proposals and budget recommendations in conjunction with the Media Coordinator and assists in the administration of the television operations budget.
- Assists in setting goals for television services; evaluates existing procedures and services and recommends changes in existing procedures to increase efficiency.
- Maintains inventory of equipment assigned to classrooms and television studio and performs periodic inventory of such equipment.
- Orders necessary equipment and supplies and maintains records and stock levels.
- Recommends the acquisition of needed materials, supplies, and equipment.
- Establishes and maintains accurate records and files related to television and video production operations.
- Prepares a variety of reports and correspondence related to assigned functions.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:
- The operations and functions of TV and video production and recording equipment.
- Studio control room operations and procedures.

Employment Standards (continued):
- Basic electronic theory as applied to CCTV equipment operation.
- Modern office methods, practices, and procedures to include proper telephone techniques and report preparation.
- Television production methods and techniques.
- Supervisory methods and techniques.

Ability to:

- Operate and instruct others in the proper operation of television, video, and related equipment and materials.
- Learn District policies and procedures related to media services and television production operations.
- Operate a television studio control room and related equipment effectively.
- Direct, coordinate, and supervise the work of others.
- Effectively apply specific rules, regulations, and processes relating to media operations.
- Learn District policies and procedures related to media circulation, booking, and distribution operations.
- Communicate effectively in both oral and written forms.
- Establish and maintain effective record keeping and filing systems.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE/EDUCATION:

- A.A. degree with emphasis in television communication or equivalent; or four years practical experience, or a combination of both.

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