RADIO STATION TECHNICIAN
Range 30, 100%

SUMMARY OF POSITION:

Under general supervision, to perform a variety of duties involved in providing technical support services in the radio broadcast facility to instructors and students; and to maintain laboratory materials, supplies, and equipment.

SUPERVISION EXERCISED:

Exercises functional and technical supervision over student assistants.

EXAMPLE OF DUTIES & RESPONSIBILITIES:

- Provide instructional assistance and support to students and staff in radio courses; provide technical assistance with lab/broadcast projects and orientation to facility requirements and faculty requests.

- Maintain proper learning environment in the broadcast and production facilities; provide assistance to individual or small groups of students; supervise students in all phases of production situations.

- Operate and maintain the comprehensive radio station operations software platform, including scheduling, reconciliation and accounting; provide support and maintenance to software and hardware of computerized systems.

- Respond to inquires and request of information from staff members, students and the community regarding the radio broadcast facility and related programs; provide orientations of the facility.

- Maintain, clean, service, and test radio station equipment, instruments, tools, and training aides.

- Maintain cleanliness of the laboratory; clean equipment, floors, table tops, desks, and furniture; return unused materials to storage and the stockroom.

- Perform a variety of clerical duties; maintain and update files and records; prepare necessary reports; duplicate and distribute materials.

- Assist in the operation of the F.C.C. licensed FM broadcast family.

- Oversee the set up of the radio equipment for special production or remote broadcast
applications.

- Coordinate donor solicitation activities between District and off-campus firms.
- Plan, prioritize, assign, supervise, and review the work of student laboratory assistants; participate in staff selection; provide or coordinate staff training; work with employees to correct deficiencies.

OTHER JOB RELATED DUTIES:

Maintain laboratory informational displays including bulletin boards, posters, notices, and related items. Perform related duties and responsibilities as required.

EXPERIENCE AND EDUCATION GUIDELINES: Any combination of experience and education that would likely provide the required knowledge and abilities qualifies. A typical way to obtain the knowledge and abilities would be:

Education: Two years of experience in radio air work and production. Broadcast traffic experience is desirable.
Experience: An Associate of Arts degree or equivalent with major course work commercial broadcasting or a related field.
License or Certificate: (Deregulated by F.C.C.)

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:


Ability to:

Prepare laboratory exercises and materials for student and staff use. Demonstrate correct laboratory methods, practices and techniques. Provide assistance to students on matters related to radio station operations. Understand the mechanical function of and perform routine maintenance and repairs on radio station equipment. Direct and train assign staff. Comprehend and apply materials having technical content. Prepare and maintain accurate and complete
records. Learn, interpret and apply department policies, procedures, rules and regulations. Interact effectively and sensitively with staff and students from diverse backgrounds. Communicate clearly and concisely, both orally and in writing. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course work.

Skills to:

Operate, repair, and maintain radio studio and transmission equipment. Operate remote broadcast equipment. Demonstrate correct laboratory methods, practices and technologies. Operate modern office equipment including computer equipment. Type and word process at a speed necessary for successful job performance.

SPECIAL REQUIREMENTS Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, climb, and lift 25 lbs.; exposure to outdoors, confining work space, and electrical hazards; availability to work flexible hours and at times work nights and weekends.

All Tentative Agreements must be ratified as part of the entire collective bargaining agreement by both the CSEA members and the Board of Ohlone Community College District.

Revised and Presented: 08/20/2014
Approved:
CSEA 610 Approved:
CSEA Local Ratified:
Ohlone Board approved:

For CSEA: For District:

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