

# BROADCAST ENGINEERING SPECIALIST

Job Code	Pay Grade
07572	CL16

## Nature of Work

This is technical work involved in the troubleshooting, repair, maintenance, timing and alignment of existing cameras, recording, editing and broadcasting equipment. Responsibilities involve wiring, cabling and installation of digital equipment and computer hardware/software. An employee in this class is responsible for ensuring all facilities, equipment and systems are properly functioning and multiple cable channels are up and running. The employee works in concert with government access producers and may direct the activities of lower level production personnel and interns. This individual is expected to exercise reasonable initiative and independent judgment in the professional and technical aspects of responsibilities. The employee is expected to exercise tact and courtesy when providing technical assistance and instruction to county personnel, volunteers or the general public regarding operation and use of equipment. Work is of more than average difficulty and includes all aspects of television production, equipment and systems. Incumbent performs assignments under general direction in accordance with policies and priorities established by the Department Director.

## Minimum Qualification Requirements

- 6 years experience in video communication (television broadcasting, film, journalism, advertising, and public relations) or electronic engineering that includes 3 years experience in repair, maintenance and installation of video equipment; or
- Technical or vocational degree, certification or diploma in a related field and 4 years experience as described above; or
- Bachelor's degree in Video Communication (television broadcasting, film, journalism, advertising, and public relations) or electronic engineering and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Installs new video and computer equipment.
- Maintains and repairs on-air Bulletin Board system of Government Access TV and Public Access TV.
- Performs regular maintenance of all video equipment for both Government Access and Public Access.
- Maintains repair log and generates monthly reports on repair and maintenance of equipment.
- Troubleshoots equipment failure, diagnoses problem, and recommends repair for either in-house or outside vendor.
- Repairs and maintains A/V and sound reinforcement equipment.
- Assists in occasional multi-camera remote productions.
- Maintains and operates Satellite Downlink system.
- Attends PCGA division, and Communication's department meetings.
- May be required to perform the duties of the TV Production Specialist position, including the direction, production and scheduling of television programs for broadcast on government access or cable channels.
- Performs related work as assigned or required.

## BROADCAST ENGINEERING SPECIALIST (continued)

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### Knowledge, Skills, and Abilities

- Knowledge of equipment, television production and television broadcasting techniques.
- Knowledge of the operation and the preventive maintenance of video production equipment.
- Skill in the operation and maintenance of video production equipment.
- Ability to maintain timing and alignment of live video production and editing systems.
- Ability to troubleshoot, maintain and repair cameras, recording, editing and broadcast equipment.
- Ability to install and integrate digital recording, editing and on-air playback systems.
- Ability to perform computer hardware and software installations.
- Ability to operate common video production equipment such as cameras, switchers, audio mixers, and editors.
- Ability to research and collect data; clearly express complex ideas verbally and in written form.
- Ability to edit materials prepared by others.
- Ability to organize and coordinate a variety of professional, technical and clerical activities.
- Ability to instruct others in the use and care of production equipment.
- Ability to plan, coordinate and direct television productions.
- Ability to use microcomputers to perform word processing, script writing, database management, and electronic desktop publishing.

For official use only

Revised	EEOC Code	Overtime Code
9/07	Technicians	Classified