

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED DECEMBER 1993
SALARY SCHEDULE: #94
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

COORDINATOR I - BROADCAST NETWORK ENGINEERING

DEFINITION

Under general supervision of the Director of the Instructional Resources Center, the Coordinator I – Broadcast Network Engineering will provide maintenance and installation support for the broadcast and telecommunications system equipment and the distribution network serving Kern County, including direction of staff and contract technicians, coordinate projects related to system engineering and maintenance with other agencies;

assist in developing new system elements and insures compliance with all FCC rules and license requirements, for the purchase, installation, operation, and maintenance of all studio and relay transmitting monitoring and remote equipment.

EXAMPLES OF DUTIES

Design the implementation and maintenance program for the Kern County Superintendent of Schools telecommunications and distribution network serving Kern County with responsibility for maintaining television broadcast, CATV, ITFS and LPTV systems, distribution systems and production systems comprised of high tech equipment;

designing effective maintenance programs;

develop, monitor and review system facility designs and improvements, implementation and maintenance schedules, manpower needs and equipment purchases;

design and monitor teleplex modifications;

systematically monitoring to insure optimum delivery capability;

working with local and area telecommunications operators and maintenance personnel on the Educational Delivery System.

Function as a member of the Kern Education Telecommunication Consortium (KETC) management team providing interaction to other member department heads to coordinate projects related to the engineering and maintenance operations of the system with responsibility for establishing engineering department processes and procedures, and priorities;

establishing report processes to supervisory staff with respect to technical priorities and maintenance budget development;

maintaining inter-agency communications, and to resolve potential KETC system problems establishing a process to inform department heads and supervision of the latest relevant technical developments;

providing system employees training through schooling and individual one-on-one instruction;

employee performance evaluation and make recommendations for staff position and promotion considerations.

Provide assistance in developing new LPTV, ITFS, CATV and other telecommunication system elements as part of regional or state educational network development by providing technical information in resolving reception difficulties and in supporting negotiations with local television operators or other agencies when appropriate;

maintain legal compliance procedures and schedules for the Federal Communications Commission and any other state, local or federal agency owning sites occupied by KETC telecommunications facilities with responsibility for reviewing federal documents to be current with modifications or changes in legal requirements;

developing, implementing and monitoring telecommunications use site lease agreements;

developing and maintaining required technical reports;

provide technical information and assistance for administrative responses to all legal FCC matters and in maintaining KETC legal compliance;

provide all users and providers technical support as needed for effective utilization of the system.

QUALIFICATIONS

Knowledge of:

Broadcast electronics, personnel, management, system planning, and purchasing;

present FCC Rules and Regulations, forms, filings and inspections;

broad background in broadcast engineering;

documented knowledge in solid state logic, microwave (both analog and digital), transmitters (TV, LPTV, ITFS, FM, microwave, communications 2-way), satellite systems, TV production equipment as presently used in television, ITV equipment, digital television transmission, compressed television systems, T-1/T-3/D-3 and other data networking systems.

Ability to:

Access and diagnose maintenance and design needs;

communicate effectively with staff and the public.

Experience:

Documented field experience in solid state logic, microwave (both analog and digital), transmitters (TV, LPTV, ITFS, FM, Microwave, Communications 2-way), satellite systems, TV production equipment as presently used in television, ITV equipment, digital television transmission, compressed television systems, T-1/T-3/D-3 and other data networking systems;

five (5) years of managerial and supervisory experience in broadcast engineering;

managerial and/or appropriate experience in the field of TV Broadcasting, Video Production, Cable - Satellite Television or any combination thereof.

Education:

Bachelor's Degree, and/or a minimum ten (10) years of experience in the field of TV Broadcasting, Video Production, Cable - Satellite Television or any combination thereof.

License/Certificate Requirement:

Current FCC general radio telephone license with appropriate endorsements.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

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