INSTRUCTIONAL COMMUNICATIONS SPECIALIST

KIND OF WORK

Technical work involving the operation and maintenance of radio, television, audio visual and electronic teaching systems equipment.

NATURE AND PURPOSE

An employee in this class participates in the operation and maintenance of the radio and television control rooms, CCTV distribution systems and instructional communications equipment. Responsibility includes system or equipment installation and modification, quality control checks and ordering maintenance parts. Broad assignments are received from a higher level employee requiring the exercise of independent judgement on all technical matters. She/He may instruct lower level employees. Work is reviewed through consultations, review of reports and of the results obtained.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Performs system or equipment modification and all new installations.

Keeps adequate supplies on hand for systems maintenance and orders maintenance parts.

Conduct quality control checks on video-tape recorders, transmitters, studio and remote cameras, telecine synchronizing generators and all other equipment in the radio/television system.

Develops proper maintenance and operating procedures.

Contacts college departmental personnel concerning the technical aspects of television and radio production.

Maintains records required by FCC.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the fundamental principles of electronics, of radio and TV practices, methods and procedures.

Thorough knowledge of the design, installation, maintenance and operation of television, radio and other educational communications equipment.

Considerable knowledge of FCC rules, regulations, restrictions or conditions.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a FCC First Class Radio/Telephone License.

Est.: 03/81   T.C.:
Rev.:   Former Title(s):