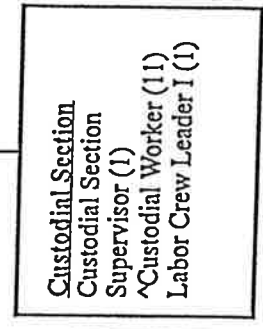
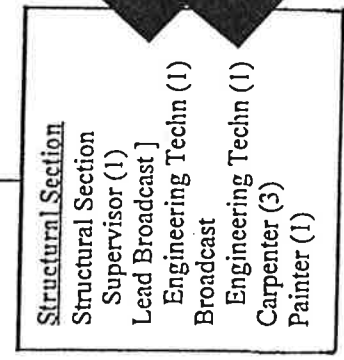
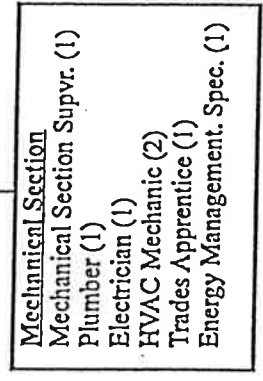


# FACILITIES MANAGEMENT FY 01-02 ADOPTED ORGANIZATION CHART

Personnel Changes  
^Delete Custodial Worker (2)  
Add Audio Visual Technician (1)

Proposed



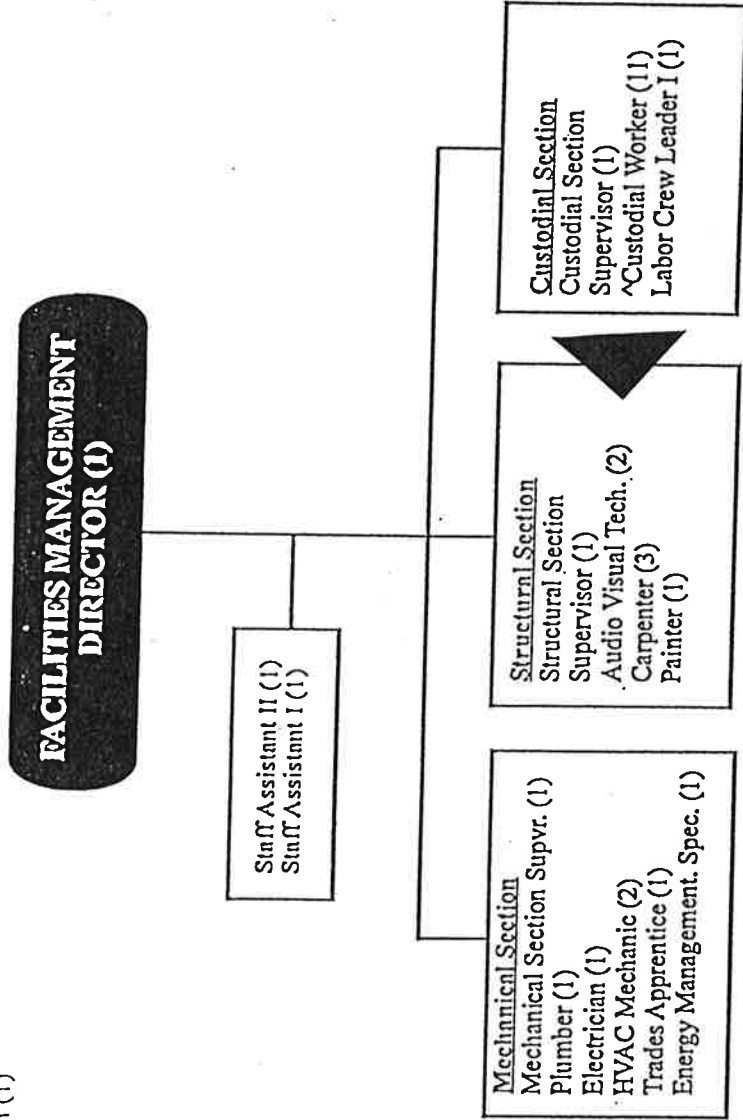
Total Employees - 30

^Change made during FY 1999 and FY 2000

# FACILITIES MANAGEMENT FY 01-02 ADOPTED ORGANIZATION CHART

Current

Personnel Changes  
 ^Delete Custodial Worker (2)  
 Add Audio Visual Technician (1)



Total Employees - 30

^Change made during FY 1999 and FY 2000

## BROADCAST ENGINEERING TECHNICIAN, LEAD

### NATURE OF WORK

This is technical and creative work responsible for all aspects of television production, programming, and distribution of television programs for broadcast on the City's Government access cable television station.

### CLASSIFICATION STANDARDS

The position allocated to this classification reports to a designated manager and works under general supervision. Work in this class is distinguished from higher classes by its lack of full supervisory responsibility and from lower classes by its broadcasting technical skills and exercise of independent judgment.

### EXAMPLES OF WORK\*\*

#### ESSENTIAL JOB FUNCTIONS

Operates audio and video equipment such as, but not limited to, television cameras, switchers, microphones, audio mixers, videotape recorders/players, edit controllers, character generators, and lighting instruments.

Designs hardware layouts, purchases, and installs technical broadcast equipment.

Trouble-shoots technical problems and repairs complex digital and analog broadcasting and peripheral equipment.

Coordinates, produces, and monitors all aspects of television production, including scheduling client consultations and dry runs.

Schedules, reviews, and edits off-air recordings for air suitability.

Maintains records, supply inventories, and time and materials costs per project.

Monitors the technical quality of production.

Programs and maintains the automatic playback systems.

Programs the city bulletin board.

Maintains the videotape library.

Sets up broadcast equipment for broadcasts.

Trains, schedules, and reviews the work of subordinate(s) and interns in a manner conducive to full performance and high morale.

Operates and maintains the City Hall Security System.

Attends work on a continuous and regular basis.

**DRAFT**

TITLE CODE: TBA  
TBA

**NON-ESSENTIAL JOB FUNCTIONS**

Performs other related work as required.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited high school or possession of an acceptable equivalency diploma and four (4) years experience in broadcast engineering which includes equipment repair and installation, or Associate Degree in Electronics, Broadcasting or related field and two (2) years experience in broadcast engineering which includes equipment repair and installation, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

**LICENSES/CERTIFICATES**

Broadcast Engineering Certificate preferred.

**NOTES**

Will be required to work outside of normal business hours.

May be responsible for building lock up.

**SELECTION FACTORS**

Knowledge of the principles and practices of broadcast engineering.

Ability to organize and prioritize as well as communicate clearly and concisely, orally and in writing.

Ability to exercise considerable initiative, ingenuity and independent judgement in the course of the work.

Ability to establish and maintain effective working relationships.

Ability to work effectively with public officials, coworkers, representatives from other City departments, representative of other agencies, and the general public.

Human Resources Department: \_\_\_\_\_ / \_\_\_\_\_

Date

\*\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: New 10/12/01.

# BROADCAST ENGINEERING TECHNICIAN

## NATURE OF WORK

This is technical and creative work responsible for all aspects of television production, programming, and distribution of television programs for broadcast on the City's Government access cable television station.

## CLASSIFICATION STANDARDS

The position allocated to this classification reports to a designated manager and works under limited supervision. Work in this class is distinguished from higher classes by its lack of full supervisory and lack of lead technical responsibility and from lower classes by its broadcasting technical skills and exercise of independent judgment.

## EXAMPLES OF WORK\*\*

### ESSENTIAL JOB FUNCTIONS

Operates audio and video equipment such as, but not limited to, television cameras, switchers, microphones, audio mixers, videotape recorders/players, edit controllers, character generators, and lighting instruments.

Assists in design of hardware layouts, purchasing, and installation of technical broadcast equipment.

Trouble-shoots technical problems and repairs complex digital and analog broadcasting and peripheral equipment.

Coordinates, produces, and monitors all aspects of television production, including scheduling client consultations and dry runs.

Schedules, reviews, and edits off-air recordings for air suitability.

Assists in maintenance of records, supply inventories, and time and materials costs per project.

Monitors the technical quality of production.

Programs and maintains the automatic playback systems.

Programs the city bulletin board.

Assists in maintenance of the videotape library.

Sets up broadcast equipment for broadcasts.

Trains, schedules, and reviews the work of interns in a manner conducive to full performance and high morale.

Operates and maintains the City Hall Security System.

Attends work on a continuous and regular basis.

**NON-ESSENTIAL JOB FUNCTIONS**

Performs other related work as required.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited high school or possession of an acceptable equivalency diploma and four (4) years experience in broadcast engineering which includes equipment repair and installation, or Associate Degree in Electronics, Broadcasting or related field and two (2) years experience in broadcast engineering which includes equipment repair and installation, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

**LICENSES/CERTIFICATES**

Broadcast Engineering Certificate preferred.

**NOTES**

Will be required to work outside of normal business hours.

May be responsible for building lock up.

**SELECTION FACTORS**

Knowledge of the principles and practices of broadcast engineering.

Ability to organize and prioritize as well as communicate clearly and concisely, orally and in writing.

Ability to exercise considerable initiative, ingenuity and independent judgement in the course of the work.

Ability to establish and maintain effective working relationships.

Ability to work effectively with public officials, coworkers, representatives from other City departments, representative of other agencies, and the general public.

Human Resources Department: \_\_\_\_\_ / \_\_\_\_\_

Date

\*\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: New 10/12/01.