

CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
Position Closing Date: January 5, 2015

MASTER CONTROL SPECIALIST

Class Code: 4796

Job Family: Broadcast/Communications

Classification: Support Staff

Terms of Employment: Pay Grade 50 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general supervision, operates electronic media broadcast and cable equipment, microcomputer analog, and digital based communication systems.

TO APPLY:

Please register at https://ccsdjobs.searchsoft.net/ats/app_login?COMPANY_ID=MA000239 to complete your application and upload your resume and supporting documentation.

SALARY:

Placement will be at Grade 50 (starting salary of \$17.61/hr., plus benefits) of the negotiated Support Staff Salary Schedule. Months and hours may vary depending on assignment. Placement will be made in accordance with Clark County School District regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Operates master control and Telecine utilizing electronic media, analog and digital transmission equipment to distribute multi-format communication streams, WAN/LAN and other systems (i.e., digital switching and routing systems, automated playback and record systems, video servers, etc.) in a concurrent task environment.
2. Operates according to standard procedures and operation schedules when utilizing on air and classroom cable monitoring equipment, switching, and audio/video patching systems.
3. Identifies microcomputer software, hardware, and communications problems that arise.
4. Configures and reconfigures hardware and software to match environment.
5. Uses diagnostic equipment to analyze communication problems.
6. Performs daily recording, storage, and archiving of various media received from multiple sources, (i.e., wide-area networks, modern satellite communications, fiber-optic networks, magnetic media sources, etc.).
7. Analyzes, identifies, and responds to malfunctions in transmission and reception systems.
8. Performs videotape editing in support of recorded studio and remote production and live broadcasts.
9. Color balances cameras and adjusts camera video levels in support of recorded studio, remote production, and live broadcasts.
10. Operates and tests microwave transmitting equipment.
11. Prepares and maintains logs of distributed programs as required by FCC and SBE regulations.
12. Provides instruction to student workers in operating various media transmitting devices and other systems.
13. Conforms to safety standards as prescribed.
14. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves advanced, highly technical operation of telecommunications distribution electronic equipment and computer-controlled systems.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of data and communication systems.
2. Knowledge of computer and computer network operations.
3. Ability to use various PC software application packages.
4. Ability to troubleshoot hardware and software problems.
5. Ability to multi-task and have accurate attention for detail.
6. Ability to read, interpret, and apply FCC and SBE rules and regulations.
7. Ability to operate electronic broadcast equipment.
8. Ability to read schematics.
9. Ability to operate electronic testing equipment.
10. Ability to exercise independent judgment within established guidelines and when to refer situations to the supervisor.
11. Ability to work flexible shifts, including weekends, and holidays.
12. Ability to communicate and work cooperatively with employees, vendors, other agencies, and the public.
13. Ability to recognize hazards and apply safe work methods.
14. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc).
2. One (1) year of college courses in microcomputers from an accredited college or university; and, One (1) year experience in the operation of electronic broadcast and microcomputer equipment; or, Two (2) years experience, as outlined above, will satisfy college and experience requirement.

Licenses and Certificates:

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history issued by the Department of Motor Vehicles (within 6 months), is required at the time of application and at the time of interview, prior to final selection.

Preferred Qualifications:

Society of Broadcast Engineer (SBE) Operators and A+ certification/Cisco CCNA certification are preferred, but not required at the time of application. If not currently in possession, certification must be obtained within one (1) year of hire and then maintained for the duration of the assignment.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. College transcript(s) if applicable.
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history issued by the Department of Motor Vehicles.
5. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities, broadcast facility, schools, and remote location sites. Position utilizes equipment for master control, Telecine, recording studio productions, and assists in delivering and operating equipment at remote production locations.

WORK ENVIRONMENT:

Strength: Medium/heavy - Exert force 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demands: Frequent standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near and far acuity, depth perception, and focal length change and color vision. Vision to read printed materials, a VDT screen, and other monitoring devices.

Environmental Conditions: Varies from climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards: Exposure to electric shock, furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various microcomputer systems, printers, telephones, video tape recorders, video cameras, audio/video patching systems, electronic monitoring equipment, etc.

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Posted Date: 12/7/2014

10/08/96

Revised: 01/28/99, 01/17/06, 09/14/06; 06/22/07; 12/09/08