

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6050
Pay Grade: D13

FLSA: Non-Exempt

ITV BROADCAST / MAINTENANCE SPECIALIST

MAJOR FUNCTION:

Performs advanced, technical, specialized work in the design, layout, installation, operation, and troubleshooting of TV studios, traditional and non-linear video production, and media distribution equipment in school library media centers. Trains others in techniques, methodology, and operations. Work is performed independently and is reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Coordinates all web based content for district including professional development models and district news distributions
- Assists in professional development training for TV production students and teachers
- Oversees compliance and contributes to the FCC substantial service mandate report required by leasing channels
- Mentors TV Production Apprentice in developing knowledge and expertise in TV production maintenance
- Plans, designs, and coordinates the expansion of Instructional Television (ITV) facilities, which includes preparation of procurement specifications and participation in the development of long-range instructional television planning
- Writes technology specifications for new construction projects or for modifications to existing equipment and facilities
- Analyzes needs and compiles diagrams and project reports to determine and compose the technology educational specifications detailing scope of work, bidding procedures, and appropriate materials to be used within constraints of governmental, D.O.E., and standard construction practices and procedures
- Recommends and prepares specifications for quality, quantity, size and cost of materials used as instructional and managerial aides in classroom curriculum based on knowledge of audiovisual, television production and distribution
- Applies professional knowledge and expertise to assess and recommend the purchasing of audio, video, and non-linear editing equipment, supplies, and related materials used by the schools and the Office of Library Media/Technology
- Advises library information specialists on the purchase and use of video production equipment
- Oversees the installation and implementation of cable TV, satellite dishes, and closed circuit TV or media retrieval systems in accordance with technology educational specifications
- Conducts training of library information specialists in video, audio, and lighting techniques and methodology, as well as the set up and operation of TV studio equipment, non-linear multimedia workstations, and head end/media retrieval
- Maintains and troubleshoots audio and video equipment, including school based TV studios and head end/media retrieval systems
- Performs related duties as required

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MINIMUM QUALIFICATIONS:

Associate's degree in Electrical, Electronic, or Broadcast Engineering, or related field. Five (5) years experience in a TV or media related field to include experience in broadcast television electronics, engineering, broadcast systems design, maintenance, operation, and non-linear editing. Possession of a valid State of Florida Class E noncommercial driver's license. (The successful completion of four (4) years verifiable training in the military in a related field, or a post-secondary vocational certificate in advanced electronics, may be substituted for the Associate's degree).

PREFERRED:

Experience in commercial television news/production and in posting videos to the web and other web-based video applications.

ISSUED: 6/82 WMP; BOARD APPROVED: 7/28/82; FORMAT REVISED: 3/88; REVISED: 12/90 PBL; BOARD APPROVED: 8/14/91; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; D&R & MQ'S REVISED: 2/02 AK; BOARD APPROVED: 3/12/02; REVISED FORMAT & WC 8/04 LMCK; REVISED: D&R, PREF 7/1/10 LMCK

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

ITV BROADCAST / MAINTENANCE SPECIALIST

| <u>WORKING CONDITIONS & PHYSICAL EFFORT:</u> | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| 1. Lift objects weighing up to 20 pounds | | | | X | |
| 2. Lift objects weighing 21 to 50 pounds | | | | X | |
| 3. Lift objects weighing 51 to 100 pounds | | X | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | | | | X | |
| 6. Carry objects weighing 21 to 50 pounds | | | | X | |
| 7. Carry objects weighing 51 to 100 pounds | | X | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | | | X | | |
| 11. Standing for more than two hours at a time | | X | | | |
| 12. Stooping and bending | | | | X | |
| 13. Ability to reach and grasp objects | | | | X | |
| 14. Manual dexterity or fine motor skills | | | | X | |
| 15. Color vision, the ability to identify and distinguish colors | | | | X | |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | | | | X | |
| 19. Proofreading and checking documents for accuracy | | | | | X |
| 20. Using a keyboard to enter and transform words or data | | | | | X |
| 21. Using a video display terminal | | | | | X |
| 22. Working in a normal office environment with few physical discomforts | | | | | X |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | | X | | | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | | | X | | |
| 26. Operating automobile, vehicle, or van | | | | X | |
| 27. Other physical, mental or visual ability required by the job | | | | X | |