

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

MASTER CONTROL OPERATOR

Class Code: 4795

Job Family: Broadcast/Journalism

Classification: Support Staff

Terms of Employment: Pay Grade 49 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general supervision monitors and operates television broadcast and ITFS (Instructional Television Fixed Service) equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Analyzes, identifies and responds to malfunctions in transmissions systems
2. Operates switching and transmission equipment, on-air monitoring equipment, video cameras, video tape recorders, and audio/video patching systems.
3. Performs video tape recording and editing in support of network recordings and studio productions.
4. Performs Master Control Operator and televise duties for broadcast and ITFS.
5. Maintains applicable logs (i.e., program, transmission, calibrations, etc.) as required by FCC regulations and/or station practices.
6. Color balances cameras and adjusts camera video levels in support of recorded productions and live broadcasts.
7. Operates and tests microwave transmitting equipment.
8. Operates computers to control systems (i.e., automated video tape recorders, satellite receivers, etc.)
9. Prepares and maintains reports and logs of transmitted programs.
10. Provides instruction to student workers in operating various television equipment.
11. Conforms to safety standards as prescribed.
12. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves the operation and monitoring of various television broadcast and ITFS equipment.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of video/audio, and microwave transmitting equipment.
2. Ability to read, interpret and apply FCC rules and regulations.
3. Ability to operate television and broadcast ITFS equipment.
4. Ability to read schematics.
5. Ability to operate electronic testing equipment.
6. Ability to learn and use various computers and software applications.
7. Ability to exercise judgment as when to act independently and when to refer situations to the supervisor.
8. Ability to safely move and relocate heavy objects.
9. Ability to work in confined areas.
10. Ability to work flexible hours or shifts.

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11. Ability to work cooperatively with employees and the public.
12. Ability to recognize and report hazards and apply safe work methods.

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 experience in TV engineering operations.

Preferred Qualifications:

1. SBE (Society of Broadcasting Engineers) Certification.
2. Possess physical and mental stamina commensurate with the responsibilities of the position.
3. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., college, technical, or trade school transcript, foreign equivalency, etc.).
2. SBE (Society of Broadcasting Engineers) Certification.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities - TV station, schools and remote location sites.

WORK ENVIRONMENT:

Strength: Medium/Heavy - Exert force 50-100 lbs. occasionally, 25-50 lbs. frequently, or 10-20 lbs. constantly. May involve significant stand/walk/push/pull/carry.

Physical Demands: Frequent climbing, balancing, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities and feeling. Occasional talking and hearing. Vision: Frequent near and far acuity, depth perception and focal length change and color vision. Vision to read printed materials, VDT screens or other monitoring devices. Vision: Occasional near and far acuity, depth perception, focal length change and color vision. Hearing and speech to communicate in person or over the telephone.

Environmental Conditions: Climate controlled office setting. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods and frequent electrical shock hazards.

Hazards: 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 computers, television monitoring equipment, video cameras, video tape recorders, audio/video patching systems, television cameras, sound equipment or other related television equipment, telephones, etc.

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.

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