

**Lead Broadcast and Audio Technician
Mt. San Antonio College**

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Downloaded On: Feb. 25, 2021 12:05am

Posted Nov. 3, 2020, set to expire Mar. 2, 2021

Job Title	Lead Broadcast and Audio Technician
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Nov. 3, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Communications/Public Relations Research/Technical/Laboratory
Apply Online Here	https://apptrkr.com/2041398
Apply By Email	
Job Description	

Lead Broadcast and Audio Technician

Position Number: 2013141033

Department: Broadcast Services

Job Category: Classified Unit A

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours): Monday - Friday: 8:00 a.m. - 4:30 p.m.; some evenings and



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weekends based on the TV Production schedule

Salary Range: A-118

Salary: Steps 1 - 6: \$6,374- \$8,135 per month

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement

Open Date: 10/03/2019

Initial Screening Date:

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled.

Applicants must submit all of the following materials online unless otherwise noted at [\[url=http://hrjobs.mtsac.edu\]](http://hrjobs.mtsac.edu)Mt.SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. Two letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

The College contributes a minimum of \$10,946 toward annual premium for medical, dental, vision and life insurance coverage. Lifetime retirement benefits provided for eligible retirees. The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System

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(STRS) retirement programs, and National Benefit Services (NBS).

Note Salary and Health & Welfare Benefits are subject to change.

Basic Function/Overview:

DEFINITION

Under general supervision, oversees, and performs technical support in the design, installation, operation, maintenance, troubleshooting, diagnosis, and repair of broadcast radio and television facilities; provides support for all campus and Police and Campus Safety radio communications facilities; provides technical support to students, faculty, and staff on the operation, maintenance, and repair of equipment and systems.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Manager, Broadcast Services. May exercise technical and functional direction over and provides training to assigned staff and student workers.

CLASS CHARACTERISTICS

This is an advanced technical classification responsible for overseeing and performing technical support of all broadcast radio and television facilities. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of highly technical tasks in the design, installation, maintenance, and repair of assigned facilities and systems. Incumbents are expected to work independently and exercise judgment and initiative. Incumbents at this level are required to be fully trained in all procedures related to assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Production Specialist in that the latter performs technical and creative development work of video, audio, media, and broadcast production and post-production. This class is further distinguished from the Manager, Broadcast Services in that the latter oversees the entire department and has ultimate responsibility for organizing, assigning, supervising, and reviewing the work of all staff involved in its operations.

Essential Duties/Major Responsibilities:

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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1. Oversees and participates in the design, installation, configuration, operation, modification, and maintenance of television and radio production facilities, including broadcast studios, transmitters, and related lab studios; monitors land mobile and broadcast systems for indications of potential failure; ensures related activities comply with established standards, policies, and procedures.
2. Oversees technical operations and provides technical support for production activities in broadcast studios, master control, satellite operations, video and audio editing, duplication, mobile television production facilities, and other broadcast facilities across campus.
3. Provides complex broadcast engineering support for other areas of the College.
4. Oversees development, modification, operation, and repair of mobile television production truck, satellite, and communication equipment.
5. Installs, maintains, configures, and repairs audio and video recording systems, cameras and monitors, video switchers, audio amplifiers, speakers, microphones, lighting, theatrical rigging, and a variety of other broadcast, performance art, and radio equipments, systems, and devices.
6. Provides technical support for special across campus as needed; coordinates, prepares, and sets-up audiovisual, production, and broadcast equipment and systems for educational activities, conferences, and special events.
7. Provides technical support for all campus two-way radio and communications facilities.
8. Researches, reads, and interprets equipment manuals, schematics, diagrams, and other technical documentation used in the repair and upgrade of land mobile and broadcast facilities.
9. Interfaces and communicates with the Federal Communications Commission (FCC), consultants, and Federal broadcast attorneys; researches, interprets, and applies federal regulations pertaining to assigned area of responsibility.
10. Participates in audio and video production and post-production.
11. Trains employees in work methods, use of equipment, and relevant safety precautions.
12. Reviews maintenance and repair work for accuracy and completeness; inspects and evaluates work in progress and upon completion to ensure assigned maintenance and repair activities are performed in accordance with College standards and Federal rules and regulations.

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13. Researches and recommends equipment purchases.

14. Responds to requests for technical assistance and answers questions from faculty and staff or refers to appropriate staff.

15. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.

16. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

17. Performs other related or lower classification duties as assigned.

Other Duties:

Performs other related duties as assigned.

Knowledge Of:

1. Practices, procedures, techniques, tools, and materials used in the design, installation, operation, maintenance, troubleshooting, diagnosis, and repair of broadcast radio and television facilities and Police and Campus Safety communication facilities.

2. Operation and maintenance of radio, video, and communication systems and equipment including digital video and audio routers, multi-viewer systems, digital matrix intercom systems, digital video switchers, studio and broadcast cameras, digital video graphics systems, digital video recording systems, and reinforcement systems digital recording and reinforcement systems.

3. Theory and practice of electrical, electromechanical, and electronic principles in the fields of video and audio communications and radio frequency transmissions.

4. Basic principles, practices, and methods of system integration.

5. Analog and digital electronics and acoustics.

6. Digital signal types and associated standards for video and audio. Essential principles pertaining to the transmission, troubleshooting, and repair of broadcast signals via fiber optic equipment.

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7. Operational characteristics of audio, video, communications, and facilities maintenance and repair equipment, including electronic and acoustic instrumentation.
8. Production techniques and procedures for video, audio, media, and broadcast production and post-production.
9. Basic principles and practices of providing technical and functional direction and training to assigned staff.
10. Principles and procedures of record keeping and report preparation.
11. Proper storage and care of equipment and tools.
12. Safe work methods and makes appropriate use of related safety equipment as required.
13. Modern office practices, methods, and computer equipment and applications related to the work.
14. English usage, spelling, vocabulary, grammar, and punctuation.
15. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills and Abilities:

1. Lead and participate in inspecting, troubleshooting, diagnosing, and resolving television, radio, and communication problems and malfunctions.
2. Operate specialized troubleshooting, maintenance, repair equipment and tools, such as waveform monitors, vector scopes, signal analyzers, audio meters, digital voltmeters, network analyzers, fiber optic test equipment, soldering equipment, crimp equipment.
3. Perform or specify electrical power distribution for various projects related to area of assignment.
4. Read, interpret, and apply technical information from manuals, schematics, diagrams, and other technical documentation.
5. Inspect the work of others and maintain established quality control standards.

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6. Train others in proper and safe work procedures.
7. Identify and implement effective course of action to complete assigned work.
8. Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations, including FCC rules and regulations.
9. Maintain accurate logs, records, and basic written records of work performed.
10. Enforce and follow department policies and procedures related to assigned duties.
11. Understand and follow oral and written instructions.
12. Organize own work, set priorities, and meet critical time deadlines.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Understand scope of authority in making independent decisions.
15. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Equivalent to an Associates degree from a regionally accredited college in electrical engineering or related field and three (3) full time equivalent years of progressively responsible experience in the design, installation, operation, maintenance, troubleshooting, diagnosis, and repair of television and radio communication facilities, systems, and equipment.

Equivalencies:

Any combination of training and experience which would provide the required knowledge, skills, and

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abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents work in standard video, audio, media, and broadcast production environments with moderate to loud noise levels, controlled temperature conditions, exposure to electrical hazards, and no direct exposure to hazardous physical substances. Incumbents may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a standard video, audio, media, and broadcast production setting; strength, stamina, and mobility to perform medium to heavy physical work, to climb and descend ladders, to operate varied tools and equipment, and to operate a motor vehicle and visit various College sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in maintenance and repair activities; and push and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

Hazards:

Conditions of Employment:

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made



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after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:

[url=http://www.mtsac.edu/safety/pdf/ASR_2017.pdf]Mt. SAC Annual Security Report 2017

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [url=employment@mtsac.edu]employment@mtsac.edu.

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis

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with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [\[url=employment@mtsac.edu\]employment@mtsac.edu](mailto:employment@mtsac.edu).

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [\[url=http://hrjobs.mtsac.edu\]Mt. SAC Employment Website](http://hrjobs.mtsac.edu) to complete and submit your application for this position.

Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual

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orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit [url=<https://apptrkr.com/2041398>]<https://hrjobs.mtsac.edu/postings/7667>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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