

Telecommunications Specialist I

Position Details

Class Code: 4791

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, installs, implements, maintains, and operates broadcast and cable media computer control systems. Performs routing and preventive maintenance, operates master control and Telecine, and assists with microcomputer support for users.

Essential Duties and Responsibilities

1. This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
2. Performs routine and preventive maintenance on studio and portable cameras, lighting systems, analog/digital video editing systems, automated playback and record systems, character generators, audio/video patching systems, and intercom headset systems using technical schematics.
3. Provides assistance and meets with current/prospective users regarding microcomputer systems, software, and computer products information.
4. Installs microcomputers, application menus, software, and peripherals such as video servers, printers, and multimedia devices.
5. Operates master control and Telecine.
6. Installs local and wide-area networks (LAN and WAN).
7. Configures systems, specifies models, and installs, evaluates, and operates equipment as required.
8. Writes library documentation and topology maps for networks; researches and advises staff of new technologies.

9. Uses logical problem solving procedures to isolate faults in microcomputer software, hardware, and network systems.
 10. Installs and operates digital video/audio routing, production, and master control switches.
 11. Fabricates and installs telecommunications hardware including radio frequency (RF), audio, and video.
 12. Performs videotape editing in support of studio recordings, remote productions, and live broadcasts.
 13. Uses diagnostic equipment such as digital television (DTV) and analog test signal generators, dual-trace scopes, vestigial sideband (VSB) analyzers, demodulators, frequency counters, waveform monitors, and spectrum analyzers to recognize telecommunication problems.
 14. Debugs and maintains microcomputer applications and communication/utility programs.
 15. Participates and assists in the long-range planning for transmission, reception, and information systems equipment in facility planning.
 16. Maintains program transmittal/equipment maintenance logs required by Federal Communications Commission (FCC) regulations.
 17. Assembles equipment for multi-camera remote productions.
 18. Performs satellite uplinks.
 19. Provides technical assistance to production and operation staff as it relates to proper equipment operation.
 20. Provides instruction to assigned staff (master control specialists and student workers) in operating various systems including master control, Telecine, and media transmitting devices.
 21. Conforms to safety standards, as prescribed.
 22. Performs related duties, as assigned.
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Distinguishing Characteristics

Involves technical work in the installation, repair, and maintenance of telecommunications broadcasting equipment.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of network installation practices.
2. Knowledge of data and communication systems.

3. Knowledge of basic electronics including analog, digital, alternating current/direct current (AC/DC) theory, amplifier, comparators, filters, and logic circuits.
 4. Knowledge of television and production activities.
 5. Knowledge of various microcomputer software applications packages (International Business Machines (IBM) compatible, Microsoft Disk Operating System (MS-DOS), Macintosh, etc.).
 6. Comprehensive knowledge of all Master Control Specialist position skills and abilities.
 7. Ability to troubleshoot hardware and software problems.
 8. Ability to work independently, establish priorities, meet deadlines, and work well under pressure.
 9. Ability to read, interpret, and apply FCC rules and regulations.
 10. Ability to operate electronic broadcast equipment.
 11. Ability to read and interpret complex materials.
 12. Ability to read schematics.
 13. Ability to operate electronic testing equipment.
 14. Ability to effectively communicate with employees.
 15. Ability to work flexible shifts, including weekends and holidays.
 16. Ability to work cooperatively with employees, other agencies, vendors, and the public.
 17. Ability to recognize and report hazards and apply safe work methods.
 18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Minimum 12 college credit hours in computer science, information systems, or electronic engineering from an accredited college or university and one (1) year of experience in microcomputer systems and television broadcasting; or, Minimum two (2) years' experience in routine maintenance, support, and administration of electronic broadcast equipment, microcomputer systems, LAN, and WAN.

Licenses and Certifications

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. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

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

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited college, university, or trade school, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 5. Safe driving record.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

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

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-25 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Varies from a 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 for occasional to frequent time periods and frequent electrical shock hazards.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (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

None specified.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School

District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/09/24
- Created: 01/17/06