Class Title: Broadcast Master Control Operator  
Class Code: 3448  
Pay Grade: 403

GENERAL CLASS DESCRIPTION:
Under direct supervision, operates radio station master control board and associated equipment in accordance with station and FCC policies and regulations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:
1. Operates tape recorders, turntables, patch panel and control board to play and mix tape and disc recordings and live programming as indicated in the broadcast schedule.
2. Records scheduled study and network programming for delayed broadcast.
3. Completes program log entries and discrepancy reports.

KNOWLEDGE, SKILLS, AND ABILITIES:
1. Ability to communicate effectively with others.
2. Ability to interpret and follow oral and written instructions.
3. Knowledge of basic equipment and techniques used in radio broadcasting.

MINIMUM ELIGIBILITY REQUIREMENTS:
Ability to read, write, and follow instructions.

REVISION EFFECTIVE: October 1, 2009

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.