

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title: Broadcast Television Radio Technician II      Class Code:      3442**

**Pay Grade:      413**

**GENERAL CLASS DESCRIPTION:**

Under general supervision, performs technical work requiring knowledge and skill in the operation of television and radio broadcasting equipment; provides functional supervision to personnel in lower classifications.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Operates master control board, controlling picture and sound sources such as films, video tapes, slides, network programming, and audio tapes to facilitate television broadcasting as determined by the daily program log.
2. Sets up and adjusts studio color cameras for correct electrical focus, registration, color balance and level; monitors camera output and adjusts the controls as necessary. Adjusts chroma key equipment for proper operation.
3. Programs video tape computer for proper video tape operational sequences; sets up and adjusts video tape machines for proper technical operation.
4. Loads films, video tapes and slides on appropriate machines for broadcast, video taping or closed circuit use and records on operating log which machines have been loaded.
5. Repairs, modifies, installs, constructs, proofs, maintains, and operates broadcast equipment; also, non-broadcast university equipment as required.
6. Operates audio control board, mixing and maintaining correct level of microphones, film, video tape, and audio tape used during live and recording programming; edits audio for commercials and programs as required.
7. Responsible for and operates FM and TV transmitters by remote control. Logs operating parameters in accordance with F.C.C rules and regulations. Makes periodic inspections of AM, FM, and TV transmitters.
8. In absence of a Broadcast Television-Radio Technician III, provides supervision to operators in area, such as television master control, TV projection, and video tape areas and is responsible for the technical operation of the stations.

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.

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9. Keeps the official station log, or record, of the day's broadcasting, requiring a knowledge of the F.C.C. rules for televisions program logging; signs for, and is legally responsible for, entries made in the log.
10. Decides on course of action in case of discrepancies in programming times or loss of program source and initiates action to maintain program continuity on the air as required.
11. Trains new personnel in the duties and responsibilities of the broadcast station.
12. Designs both physical and electronic procedures for new equipment for implementing new programming and recording concepts.
13. Attends workshops, conferences, and otherwise keeps abreast of technical developments in the field.
14. Operates and maintains various test equipment, such as oscilloscopes, generators, distortion analyzers, monitors.
15. Receives and responds to telephone inquiries from other university departments and the general public in regard to technical or programming questions.
16. Types records into the Chiron generator, for broadcast use, weather bulletins, weather advisories, program advisories, as required.
17. Operates and maintains weather radar for broadcast use.
18. Sets up, operates, and maintains remote broadcast equipment for remote location broadcasts.
19. Communicates with ABC master control, New York, Telco in Chicago and Des Monies, when troubleshooting network video and audio problems.
20. Consults with agency clients or university departments in regard to special audio or video requirements when making commercials or programs.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to communicate effectively with staff, students and the public.
2. Ability to interpret and follow oral and written instructions.
3. Knowledge of equipment and techniques used in television, radio broadcasting and weather radar monitoring.
4. Ability to operate and perform routine maintenance on television and radio broadcasting equipment.

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5. Ability to collect data, maintain accurate records and prepare reports.
6. Ability to organize and prioritize multiple tasks.
7. Ability to exercise functional supervision over employees.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Licensure as required by the Federal Communications Commission, and
2. a) Completion of a two-year technical school in broadcast electronics and three years experience in radio or television station, or  
b) Any combination of related training and experience totaling five years with at least one year experience in radio or television station.

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**REVISION EFFECTIVE:      October 1, 2009**