

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

**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.

H:(hr/classdes)3448

**REVISION EFFECTIVE:**

**October 1, 2009**