

RADIO OPERATIONS MANAGER

414-T

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the daily operation of an FM radio station in a local school district, including the maintenance and control of radio station equipment. The incumbent supervises and trains faculty personnel, students and community volunteers in the use of radio communication for academic programs, school and sports events and for broadcasting music. The work is performed under general supervision of the district wide TV and Radio Coordinator, with wide leeway allowed for the use of independent judgment in carrying out the details of the work.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Coordinates the daily radio station operation, including radio programming and installation of
program software;

Provides technical instructions and support to personnel on the operation of radio equipment;

Maintains control over the radio station equipment, including continuous maintenance of such
equipment;

Facilitates program arrangements for on campus coverage of academic programs, news and public
affairs coverage;

Acts as liaison with faculty and staff in the design and implementation of academic programs for
broadcast;

Assists the TV and Radio Coordinator with the school educational access television channel and
broadcasting classes;

Assists in the preparation of the radio station annual budget and maintains accounts of expenditures;

Monitors station operation to assure compliance with Federal Communications Commission rules and regulations;

May distribute written material and set up and take down audio-visual equipment that are necessary to conduct broadcasting classes;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

TERISTICS: Good knowledge of principles and practices of radio broadcasting transmission, including broadcast engineering, programming, budgeting, news, music and sports; good knowledge of Federal Communications Commission regulations; good knowledge of the operation, installation and maintenance of radio equipment, including audio software; ability to supervise and maintain working relationships with a variety of staff and students; ability to proficiently read and speak English; ability to communicate effectively and clearly both orally and in writing, ability to meet and deal with daily operational problems; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Communications, Electrical Technology or a related field; or
- (B) Sixty (60) credit college hours from a regionally accredited or New York State registered college, including coursework in Communications, Electrical Technology or a related field and two (2) years experience working in a radio or television station in programming, broadcasting, equipment maintenance or installation of electronics equipment; or

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- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as stated in (B) above; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional ClassCompetitive:

Public Hearing:N/A

NYS Civil Service Commission Approval: N/A

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