

Vegas PBS Master Control Specialist

Position Details

Class Code: 4796

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, operates electronic media broadcast/cable equipment, and digital communication systems.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Operates master control server-based broadcast systems and digital transmission equipment to distribute multi-format communication streams, wide area network/local area network (WAN/LAN), and other systems (i.e., digital switching/routing systems, automated playback/record systems, video servers, etc.) in a concurrent task environment.
2. Operates broadcast cable-monitoring equipment, switching, and audio/video patching systems.
3. Identifies/logs on-air broadcasting, web stream, hardware, and communications problems that arise.
4. Configures and reconfigures hardware/software to match environments.
5. Uses diagnostic equipment to analyze broadcast communication problems.

6. Performs daily recording, storage, and archiving of media received over WAN, satellite communications, fiber-optic networks, magnetic media sources, web-based systems, etc.
 7. Analyzes, identifies, and responds to transmission/reception system malfunctions.
 8. Performs camera adjustments and basic editing in support of studio-recorded, remote production, and live broadcasts.
 9. Operates and tests microwave-transmitting equipment.
 10. Prepares/maintains distributed program logs as required by Federal Communications Commission (FCC) and Society of Broadcast Engineers (SBE) regulations.
 11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves advanced, highly technical operation of electronic telecommunications distribution equipment and computer-controlled systems.

Knowledge, Skills, and Abilities (Position Expectations)

1. Embraces, supports, and develops the corporate culture of teamwork, diversity, integrity, inclusion, excellence, and service.
2. Knowledge of data and communication systems.
3. Knowledge of computers and network operations.
4. Ability to use computer software packages.
5. Ability to troubleshoot hardware/software problems.
6. Ability to multitask with attention to detail.
7. Ability to read, interpret, and apply FCC/SBE rules and regulations.
8. Ability to operate electronic broadcast and testing equipment.
9. Ability to read schematics.
10. Ability to exercise independent judgment within established guidelines.
11. Ability to judge when to act independently and when to refer situations to a supervisor.
12. Ability to work flexible shifts, including weekends/holidays.
13. Ability to communicate and work cooperatively with employees, vendors, other agencies, and the public.

14. Ability to recognize/report hazards and apply safe work methods.
 15. 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 (i.e., General Education Development (GED), foreign equivalency, etc.)
2. One (1) year of computing/technology coursework from an accredited college/university, and one (1) year of experience in electronic broadcast/computer equipment operations; or, Two (2) years' experience as described above.

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. Copy of 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, which must be maintained for the duration of the assignment.

Preferred Qualifications

SBE Operators and A+ certification/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 transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Transcript(s) from an accredited college/university, 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. Must have safe driving record.
5. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Clark County School District/Vegas PBS facilities, schools, and remote location sites.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-20 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, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings 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.

Hazards

Exposure to electric shock hazards, furniture, 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

District-issued/personal vehicles, computer systems, monitors, keyboards, printers, telephones, video cameras, audio/video patching systems, electronic monitoring equipment, etc.

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: 07/20/23
- Created: 10/08/96