

# Senior Telecommunications Specialist

## Position Details

Class Code: 4831

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 65 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, responsible for the operations, maintenance, security, and planning of Vegas PBS, including but not limited to:

- Technical facilities
  - Broadcasting and cable equipment
  - Wide Area Network (WAN) and Local Area Network (LAN) systems
  - Integrated media servers
  - Supervision of technical personnel
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## Essential Duties and Responsibilities

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

1. Serves as Alternate Chief Operator of Clark County School District transmitter sites.
2. Assists the TV technical manager in technical design and plant planning/upgrades.
3. Operates, maintains, and repairs the following:
  - Facilities
  - Broadcasting Equipment

- WAN and LAN systems
  - Integrated servers
  - Television transmission and reception systems
  - Studio and editing systems
  - Other related systems and equipment
4. Participates in developing equipment and software specifications for new data processing systems.
  5. Assists in planning and implementing hardware/software installation and upgrades.
  6. Assists in diagnosing system malfunctions; coordinates and/or implements repairs.
  7. Assists in preparing, monitoring, and managing technical department budget.
  8. Represents the District at meetings with the community, local, state, regional, and federal agencies; provides technical input regarding broadcasting issues.
  9. Assists developing software/hardware disaster recovery plans for WAN, LAN, and computer systems.
  10. Supervises the maintenance and repair of Emergency Broadcast System (EBS), Master Antenna Television (MATV), and Community Access Television (CATV) systems at District sites and provides technical assistance in difficult situations, as required.
  11. Supervises and assists in installing, operating, and repairing WAN, LAN, video on demand (VOD) equipment for master control, Telecine, and studio production recording at District sites, including remote production locations.
  12. Monitors and prepares required reports throughout project implementation to ensure compliance with grant specifications and Federal Communication Commission/Society of Broadcast Engineers (FCC/SBE) rules.
  13. Directs research of equipment needs pertinent to public telecommunications.
  14. Researches, evaluates, designs, and recommends new and emerging technology such as video distribution systems for the WAN, satellites, and fiber optic technology for video service integration and automation.
  15. Assists in developing and submitting final federal grant applications for new, replacement, and upgraded instructional and public telecommunication systems/equipment.
  16. Attends and directs staff to attend conferences, seminars, and trade shows to keep current on changing technologies in the television broadcasting and communications industries.
  17. Prepares required facility and operation reports.
  18. Surveys and evaluates land sites for the placement and development of technical facilities/equipment.

19. Monitors the design, evaluation, and management of instructional television distribution systems in new schools and renovation projects to ensure compliance with construction management.
  20. Maintains accurate documentation of information required by FCC and SBE regulations, Public Telecommunications Facilities Program/National Telecommunications and Information Administration (PTFP/NTIA), Bureau of Land Management (BLM), and Occupational Safety and Health Administration (OSHA).
  21. Operates master control and Telecine.
  22. Prepares work schedules, trains, supervises, and provides input into the evaluation of assigned staff (i.e., Telecommunications Specialist I, Telecommunications Specialist II, Master Control Specialist, Student Workers, etc.)
  23. Performs videotape editing in support of recorded studio, remote productions, and live broadcasts.
  24. Color balances cameras and adjusts camera video levels in support of recorded studio, remote productions, and live broadcasts.
  25. Conforms to safety standards, as prescribed.
  26. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves providing a wide variety of photographic services.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of project management principles and practices.
2. Knowledge of LAN and WAN computer network technology.
3. Knowledge of television transmitting, microwave, satellite, translator, and studio equipment.
4. Knowledge of microcomputer operating systems and applications
5. Knowledge of television EBS, MATV, and CATV systems.
6. Knowledge of television production activities.
7. Comprehensive knowledge of Telecommunications Specialist II position skills and abilities.
8. Ability to operate electronic testing equipment.
9. Ability to read schematics.

10. Ability to read, interpret, and apply FCC, SBE, PTFP/NTIA, BLM, and OSHA rules and regulations.
  11. Ability to analyze electronic data processing (EDP) systems specifications for all computer systems.
  12. Ability to operate and maintain television equipment.
  13. Ability to interpret financial and budget issues.
  14. Ability to prepare and/or write grants.
  15. Ability to work cooperatively with employees, other agencies, vendors, and the public.
  16. Ability to recognize and report hazards and apply safe work methods.
  17. 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 Educational Development (GED), foreign equivalency, etc.)
2. Three (3) years of college courses in computer science or electronic engineering from an accredited college or university; and, Three (3) years' experience in telecommunications control systems support/operations and television broadcast equipment repair/maintenance with supervision of technical staff; or, A total of five (5) years' experience as outlined above.

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

### **Preferred Qualifications**

SBE Operators and A+ certifications/Cisco CCNA certification are preferred but not required at the time of application. If not currently in possession, certification must be obtained within one (1) year of hire and maintained for the duration of the assignment.

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## **Document(s) Required at Time of Application**

1. Copy of a valid driver's license or state-issued identification card.
2. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
3. College transcript(s), if applicable.

4. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

Clark County School District facilities, TV stations, schools, classrooms, and remote location sites.

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## Work Environment

### Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 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 a climate-controlled office setting 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 and frequent electrical shock hazards.

### Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## Examples of Equipment/Supplies Used to Perform Tasks

Computers and software, televisions, telecommunications equipment, electronics testing equipment, office supplies, etc.

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### 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: 06/01/23
- Created: 12/13/85