



## WDET Technical Operations

				Issued: 4/2016
WDET Technical Operations Assistant	PN358	Salary Tbl:AP, SG 09	EEO Code: 30	FLSA: Non-exempt
WDET Technical Operations Specialist	PN359	Salary Tbl:AP, SG 10	EEO Code: 30	FLSA: Non-exempt
WDET Technical Operations Manager	PE364	Salary Tbl:AP, SG 11	EEO Code: 30	FLSA: Exempt
WDET Senior Technical Operations Manager	PE365	Salary Tbl:AP, SG 12	EEO Code: 30	FLSA: Exempt
Union: P&A Union, Local 1979, UAW	Job Grouping: Broadcasting			
	IPEDS Emp Cat:5, SOC: 27-0000, SalGrp: 15-16			

### BASIC PURPOSE

Oversees the day-to-day multifaceted broadcast and digital operations of a federally-licensed public radio station. Plan, develop, coordinate, and administer a range of operational and administrative activities in direct support of the delivery of 24-hour radio programming ensuring compliance with broadcast and digital standards, university policies and FCC rules and regulations. Participates in the development and administration of strategic and operating plans in order to deliver maximum value to audience and other customers.

### ESSENTIAL JOB FUNCTIONS

The functions within the family will vary by level and specific assignment but will include the following:

- Maintain program logs and schedules, ensures that promotional announcements, local and national advertising as well as special programming run as scheduled and/or contracted.
- Execute format changes in the way the radio station broadcasts and digitally distributes its air product. Execute broadcast schedule changes as directed by the Program Director or immediate supervisor.
- Maintain activity records, logs and all required daily and weekly reports including inventory, pacing, receivables and projections.
- Maintain accurate records, discrepancy reports, and follow-through communications, and ensures that all broadcast programming complies with FCC rules and regulations.
- Administer Sound Exchange, BMI, ASCAP and related reporting.
- Monitor station and board operator's licenses, broadcast reports of network programs and contracted sub-channel services.
- Maintain and manage satellite and digital feeds.
- Coordinate production of remote and location broadcasts
- Serve as technical director and/or board operator.
- Supervise and train on-air operators, technical staff and student personnel ensuring smooth operation of broadcast equipment and systems. Ensure operators follow program logs, run appropriate material according to program schedule and note any discrepancies. Instruct support staff in operational methods and procedures.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

- Maintain the proper functionality of the transmitter plant as well the production studios and broadcast equipment. Maintain inventory of production supplies and equipment; ensure all materials needed for production and operation are available, in good condition or repaired if needed.
- Monitor and evaluate broadcast, streaming and on-demand quality and effectiveness while investigating new and emerging methods and/or technologies required for improvement.
- Maintain and retrieve archive library
- Support the distribution of on-demand programming through station's digital channels and 3rd party platforms.
- Coordinate with other departments and outside representatives to plan the transmission of public service, Emergency Alert System tests, and other various national satellite feeds.
- Performs other related duties as requested or assigned.

### **Comments (Level Descriptions):**

The WDET Technical Operations job family has four levels:

#### **WDET Technical Operations Assistant**

This is the proficiency level in the job family where incumbents provide support for broadcast and/or digital operations and perform routine duties such as processing audio files for broadcast and/or digital distribution and trafficking of programming elements. Incumbents may assist with proper execution of daily log and reports as well as the coordination of operational requests and production of promotional announcements. Responsibilities include administrative tasks such as scheduling and booking of studios, placing orders for equipment, trafficking and archiving digital files along with relevant metadata. They may also serve as board operator and assist with remote broadcasts and ISDN rentals.

#### **WDET Technical Operations Specialist**

This is the career level in the job family where incumbents are fully knowledgeable in administering radio and/or digital operations, ensuring compliance to broadcast and new media rules and regulations including licensing. They are expected to work closely with other departments and vendors to support the broadcast and digital goals of the station, including the planning and implementation of new processes. Responsibilities include maintaining, repairing and improving the studio facilities as well as transmitter systems and related equipment. Incumbents will be expected to identify and resolve common operating issues and refer unusual problems to more experienced team members, vendors or IT staff. They may also maintain records, archives, equipment inventories, and related reporting. In this role, they frequently serve as board operator for local and remote broadcasts.

#### **WDET Technical Operations Manager**

This is a leadership level in the job family where incumbents have high level and specialized knowledge of radio and/or digital operations. Incumbents have strong understanding of technologies and processes required to improve broadcast and/or new media functions and can serve as a project manager to consult, oversee and implement all aspects of the project to completion. Incumbents at this level will also have the ability to conduct in depth research on new methods, equipment and technical projects and provide design plans and budgets to management. They will also participate in long term planning discussions and develop appropriate plans and systems accordingly, including the implementation of new processes and technologies. This position frequently serves as a technical director for local programming and provides support and training to other technical staff.

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## **WDET Sr. Technical Operations Manager**

This is a senior leadership level in the job family where incumbents are recognized as experts in radio and/or digital operations and management. Incumbents lead the design, integration and administration of broadcast and digital systems and operations. They provide expert insight, guidance and work direction to technical staff and are responsible for leading projects that may involve many different technologies as well as people and resources from multiple groups. In this role, they serve as the Subject Matter Expert and key liaison for station staff, contracted engineers and vendors.

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree from an accredited college or university or equivalent combination of education and experience required.
- Extensive knowledge and understanding of electronics, audio production and broadcast procedure.
- Operational experience with analog and digital studio infrastructures, PA systems, and digital production systems including audio workstations and automation for program delivery
- Experience using PC and Mac platforms.
- Skilled in the use of software applications including audio editing products such as ProTools and Adobe Audition, Content Management Systems (CMS) and database tools.
- Strong technical and problem solving skills.
- Good project planning and teamwork skills. Ability to communicate complex principles in non-technical or layman's terms.
- Ability to provide assistance in remote recording and broadcast projects.
- Knowledge of current and developing trends in radio and digital media.
- Minimum of 2 years experience in radio operations
- Typically, incumbents have held operations positions at a radio station.
- Position will at times require weekend, evening and holiday work
- Required to move standard audio equipment and computers up to 50 lbs.