

Manager, Broadcast Services  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=246538>

Downloaded On: Dec. 4, 2024 5:14pm

Posted Oct. 4, 2024, set to expire Jan. 29, 2025

**Job Title** Manager, Broadcast Services  
**Department** Technical Services  
**Institution** Mt. San Antonio College  
Walnut, California

**Date Posted** Oct. 4, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Administration - Other

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**Job Description**

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**Manager, Broadcast Services**

**Position Number:** CM-191-2024

**Division:** Administrative Services

**Department:** Technical Services

**FTE:** 100

**Term (month/year):** 12 Months/Year

**Annual Salary Step Range:** \$152,232- \$176,484

**Initial Screening Date:**

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**Open Until Filled:** Yes

**Position Description**

**Position Overview:**

The Broadcast Services Department resides alongside Audio Visual Services, Event Services, and Performing Arts Operations within the Technical Services Division. Broadcast Services provides support for all broadcast-related facilities at the campus including the Television Studio, Remote Production Truck, FM Radio Station, and two-way radio systems, and produces video packages for a variety of events and departments on campus. Broadcast Services also handles all webcasting and video production for the campus, including streaming for monthly board meetings, various athletic and special events, and Commencement. **This position routinely provides support to board meetings and other productions outside of a traditional M-F 8:00 AM - 5:00 PM schedule.**

**Definition:**

Under general direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Broadcast Services Department of the Technical Services Division. Principle responsibilities include oversight and management of television and radio production facilities including the remote television production trailer and the television studio, oversight and management of video production and post-production activities for internal and external clients, technical support and maintenance of radio production facilities and labs, and management of video captioning, distribution and archiving for the College. Manages the effective use of College and department resources to improve organizational and instructional productivity, support of new learning technologies, and customer service; provides highly complex and responsible support to the Director, Technical Services in areas of expertise; and performs related work as required. Coordinate and ensure appropriate management, support, and direction of all staff in the Broadcast Services Department. This is an overtime exempt position.

**Supervision Received and Exercised:**

Receives general direction from the Director, Technical Services. Exercises direct and general supervision over professional, technical, and administrative support staff through subordinate levels of management and supervision.

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### **Class Characteristics:**

This is a management classification responsible for all activities of designated broadcast production operations within the Technical Services Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The Incumbent organizes and oversees day-to-day production and support activities and is also responsible for providing professional-level support to the Director, Technical Services in a variety of areas. Successful performance of the work requires an extensive broadcast production and project management background, as well as skill in coordinating departmental work with that of other departments. This class is distinguished from the Director, Technical Services in that the latter has overall responsibility for all functions of the Technical Services Division and for developing, implementing, and interpreting policy and procedures.

### **Examples of Essential Functions(Illustrative Only):**

1. Plans, manages, and supervises the daily functions, operations, and activities of the Broadcast Services Department. Provides complex broadcast engineering support services for other departments within Technical Services including Performing Arts Operations, Media Services, and Event Services.
2. Supervises the design, management, procurement, installation, programming, and maintenance of the campus broadcast technology, including broadcast production systems installed in classrooms, assembly spaces, conference rooms, and offices. Consults with end users, architects, engineers and project managers regarding new and upgraded broadcast production systems for all spaces on campus.
3. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned function; recommends and administers department policies and procedures.
4. Participates in the development, administration, and oversight of the assigned budget; controls and authorizes expenditures in accordance with established limitations.
5. Evaluates, designs and recommends systems, equipment, materials, and staffing needs for assigned operations and projects; prepares detailed cost estimates with appropriate justifications; coordinates purchases and monitors and ensures adequate inventory levels of required supplies and equipment.
6. Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Director,

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### Technical Services.

7. Selects, trains, motivates, and directs assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
8. Oversees the administration and maintenance of the Colleges broadcast production infrastructure; researches, recommends, and approves College broadcast technology related purchases; provides implementation support; develops long-term broadcast systems strategies to plan for and control upgrades and growth; develops current and future technology standards; evaluates and implements new technologies; and encourages innovation among technical staff in the utilization and implementation of ideas and techniques.
9. Resolves complex broadcast engineering related problems as they occur; provides high-quality internal customer service to ensure timely technical support, installation, maintenance, and repair of broadcast systems and equipment.
10. Advises, provides guidance, and prepares and delivers presentations on issues pertaining to broadcast technology and infrastructure operations and services.
11. Maintains and directs the maintenance of working and official departmental files.
12. Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
13. Researches, interprets, applies and ensures compliance with state and federal regulations pertaining to assigned areas of responsibility, including Federal Communications Commission (FCC) rules and regulations and Title 17 of the United States Code (Copyright Law).
14. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
15. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
16. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
17. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
18. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
19. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
20. Performs other related duties as assigned.

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**Qualifications**

**Knowledge of:**

1. Principles and practices of supporting a DEISAA academic and work environment.
2. Engineering, design and systems management principles for modern, complex broadcasting systems including streaming media systems, sophisticated broadcast production systems, digital editing systems and other systems operated by the department.
3. Administrative principles and practices, including goal setting, program development, project management, implementation, and evaluation.
4. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
5. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
6. Principles and practices of broadcast systems engineering and management.
7. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
8. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
9. Modern office practices, methods, and computer equipment and applications.
10. Principles and procedures of record keeping and report preparation.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

**Skills and Abilities:**

1. Implement, advocate for, and communicate the Colleges vision and commitment to creating a DEISAA academic and work environment.
2. Oversee and address gaps in DEISAA in the recruitment and retention of faculty and staff.
3. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
4. Provide administrative, engineering and professional leadership and direction for assigned operations and activities.

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5. Prepare and administer project budgets; allocate limited resources in a cost effective manner.
6. Organize, manage, implement, and maintain efficient and effective automated systems to ensure the reliability and integrity of broadcast systems on campus.
7. Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
8. Plan, organize, direct, and coordinate the work of professional and technical personnel as well as contractors and consultants; delegate authority and responsibility.
9. Select, motivate, and evaluate the work of staff and train staff in work procedures.
10. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
11. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
12. Manage complex engineering projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
13. Establish and maintain a variety of filing, record keeping, inventory and tracking systems.
14. Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations.
15. Operate modern office equipment including computer equipment and specialized software applications programs.
16. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
17. Use English effectively to communicate in person, over the telephone, and in writing.
18. Understand scope of authority in making independent decisions.
19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

1. Equivalent to an Associates degree from a regionally accredited college or university with major coursework in broadcast engineering or a related field; and
2. Five (5) years of experience in the design, installation, maintenance and administration of complex broadcast production systems and related equipment.

### **Desirable Qualifications:**

1. Experience in the design and administration of broadcast production systems using Evertz control

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and routing components including Magnum Server and VIP Multiviewers

2. Experience implementing and managing video switching technology provided by Grass Valley Systems
3. Experience with NDI streaming/networking
4. Experience administering Motorola Mototrbo digital radio & repeater systems
5. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
6. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

### **Licenses and Certificates:**

1. Possession of, or ability to obtain, a valid California Drivers License by time of appointment.
2. Possession of, or ability to obtain, a valid Federal Emergency Management Training certificate.

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**Our Mission:** The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

**Our Vision:** Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by

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consistently exceeding the expectations of our students, our staff, and our community.

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

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