

## RADIO STATION OPERATOR

GENERAL STATEMENT OF DUTIES: Performs work involved in the operation, maintenance and programming of a school district radio station; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the daily operation of a school district radio station; the control of radio studio equipment including maintenance thereof; compliance with Federal Communication Commission rules and regulations; and facilitates program arrangements. Supervision is exercised over a number of student helpers.

### EXAMPLES OF WORK: (Illustrative Only)

Maintains control over radio studio equipment including continuous maintenance of such equipment;

Facilitates program arrangement for coverage of news, sports, feature stories and public affairs;

Monitors station operation to assure compliance with Federal Communications Commission rules and regulations including the maintenance of program logs and schedules, and announcer work schedule;

Edits overnight copy from the Associated Press;

Shows students how to use broadcasting equipment, on air techniques, production techniques and editing of wire copy.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of principles and practices of radio broadcasting; working knowledge of broadcast transmission; ability to work with others; dependability; resourcefulness; good judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) two years of experience in radio programming and maintenance; or (b) completion of an Associate's Degree in Electrical Technology; or (c) a satisfactory equivalent combination of the foregoing training and experience.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:**

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.