

**RADIO AND TELEVISION OCCUPATIONAL GROUP [236]
GROUP II - OPERATIONAL GROUP [236.2]**

SUPERVISOR OF RADIO AND TELEVISION OPERATORS

Duties and Responsibilities

This is a supervisory class of positions involved in radio and/or television (TV) broadcasting. There are two Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class positions.

Assignment Level I

Under direction, supervises a unit in the technical section of a municipal broadcasting system engaged in radio and/or TV broadcasting; or a two-way radio communication section.

Examples of Typical Tasks

Supervises the activities of a unit engaged in radio and/or TV operations.

Instructs technical staff in their duties and responsibilities.

Supervises the installation, operation, and maintenance of new equipment for a unit.

Maintains inventories of stores and supplies, and prepares requisitions.

Keeps records of equipment performance tests; and other data as necessary.

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CODE NO. 90436

RADIO AND TELEVISION OCCUPATIONAL GROUP [236]

GROUP II - OPERATIONAL GROUP [236.2]

SUPERVISOR OF RADIO AND TELEVISION OPERATORS (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Supervises the maintenance of technical and program logs as required by the Federal Communications Commission (FCC) and agency policies.

Assists in preparing estimates and specifications for equipment and supplies.

May perform the duties of the supervisor in his/her temporary absence.

Assignment Level II

Under general direction, supervises the operations and maintenance functions of a radio and/or television (TV) broadcast section or a two-way radio communication section; performs related work.

Examples of Typical Tasks

Plan and coordinates the work of the radio and/or TV broadcast section or two-way radio communication section in strict adherence to system policy and the FCC rules and regulations; serves as liaison with the program department or other sections of the communication system.

Assigns, directs, supervises and trains subordinate staff in radio and/or TV operations.

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GROUP II - OPERATIONAL GROUP [236.2]

SUPERVISOR OF RADIO AND TELEVISION OPERATORS (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Supervises the operation, maintenance, adjustment and installation of all equipment for the technical section; may, as necessary, design and construct special equipment.

Reviews technical and program logs as a check on operations and for compliance with regulations of the FCC.

Makes estimates of, and may write specifications for, equipment and supplies for the section. May undertake technical studies or surveys; prepares reports as necessary.

Qualification Requirements

Five years of full-time satisfactory experience as a radio and/or television operator at least two years of which must have been in a responsible senior or supervisory capacity.

Special Note:

To be promoted from Assignment Level I to Assignment Level II the candidate must have served satisfactorily for two years in Assignment Level I.

Direct Lines of Promotion

From: Radio and Television Operator (90411)

To: None