

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Cablecast/Satellite Specialist

BASIC FUNCTION: Under the supervision of the area Manager, responsible for Cablecast programming on RCCD's educational cable channel, including scheduling, maintaining, and coordinating RCCD's cable head-in; maintains satellite system for up linking and down linking to and from the California Community College Satellite Network; maintains current information displayed on the video bulletin board; attends task force meetings related to cable programming operations.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Manages TV station; prepares and updates schedules; prepares programs and "on-air" graphics; maintains license agreements; answers public inquiries; establishes procedures and prepares reports.
2. Develops and promotes TV station; researches and acquires TV programming; liaises with outside organizations and affiliates; researches and develops station capabilities; develops programs and graphic ideas for broadcast; promotes and advertises station capabilities.
3. Produces and directs programs for television.
4. Assists with other IMC productions, camera work, editing and audio.
5. Records programs off satellite for RCCD and TV station.
6. Researches video equipment and identifies production needs.
7. Researches and develops video production set-ups.
8. Produces other IMC multi-media projects.
9. Participates in District-provided in-service training programs.
10. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
11. Performs other duties, related to the position, as assigned.

EDUCATION: An associate degree from an accredited institution with major coursework in television operations and video production is required. A bachelor's degree from an accredited institution is desired.

EXPERIENCE: Two years of directly related experience in operating a college level cable television and satellite network is required.

LICENSES/CERTIFICATIONS: None.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, faculty, staff, vendors, outside organizations and agencies, and general public.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.

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