

LABORATORY TECHNICIAN – RADIO

DEFINITION

Under general supervision, the Laboratory Technician – Radio provides instructional support services for faculty and students in the proper use and operation of broadcasting equipment, software, and materials; assists students in the use of the Internet and terrestrial radio stations; and assists in the preparation of instructional materials for the radio program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean, Arts. Exercises no direct supervision of staff. Provides technical and functional direction and training to student workers.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for conducting a variety of instructional support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned area of responsibility. This classification is distinguished from other laboratory technicians by having subject matter expertise in radio broadcasting. As such, radio laboratory technicians are specifically responsible for assisting students and supporting faculty, maintaining schedules for the production studios, broadcast stations, and other related facilities, maintaining and providing supervision for the broadcasting facilities. Other decisions, such as approving major capital expenditures; preparing class, broadcast, and production studio schedules; approving student participation on the Internet and terrestrial radio stations, approving or modifying programming on the Internet and terrestrial radio stations, approving modification in the program or modifying policies and procedures; are referred to a higher authority.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assists faculty and students in the proper and safe methods of operating instructional broadcast facilities, equipment, and related software.
2. Ensures proper use of production studios and broadcast stations (Internet and terrestrial) by monitoring activities according to established rules and policies.
3. Monitors broadcasts for compliance with FCC regulations.
4. Cleans and performs maintenance on studio equipment such as microphones, consoles, CD players/recorders, turntables, etc.
5. In consultation with Information Technology, maintains and updated specialized computer software and programs used in the production studios and broadcast stations (Internet and terrestrial).
6. Maintains clean, orderly, and safe environment in production studios and broadcast stations (Internet and terrestrial) and assumes responsibility for security of equipment and materials.

7. Checks out to students and maintains inventory of portable broadcast equipment.
8. Orders and replaces broken parts. Drives to local vendors to obtain equipment as necessary.
9. Orders supplies and maintains inventory records for supplies and equipment.
10. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
11. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
12. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
13. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
14. Prepares and delivers oral presentations related to assigned areas as required.
15. Performs related duties as required.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Knowledge of district policies and procedures.
3. Subject matter of all Radio program courses
4. Methods and procedures of preparing instructional materials used in all Radio courses as assigned.
5. Understanding of Federal Communications Commission regulations.
6. Broadcast equipment, specialized software, materials, supplies, and related items used in all Radio courses.

Skills and Abilities to:

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Demonstrate or indicate the proper use of all equipment, software, materials, supplies, and related items used in Radio program courses.
5. Provide substantive assistance to students on class assignments, broadcast performances, or technical assistance in all Radio program courses.
6. Operate and maintain a variety of broadcasting equipment and computers.
7. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, socio-economic, and ethnic groups.

8. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
9. Understand and follow oral and written directions.
10. Excellent written and oral communication.
11. Work independently with little direction.
12. Provide oversight/direction to students.
13. Organizational skills.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

1. Equivalent to an Associate's degree in Radio Broadcasting or directly related field from an accredited college; and
2. Two (2) years of experience related to broadcasting experience.

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a laboratory/classroom environment and in the field; strength, stamina, and mobility to occasionally perform medium physical work, to operate varied veterinary equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and laboratory equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in a laboratory/classroom and in the field and are exposed to noise levels, cold and hot temperatures, inclement weather conditions, dust, fumes, and allergens, and hazardous physical substances. Employees may interact with upset staff and/or students in interpreting and enforcing departmental policies and procedures.

Amended: 7/2023