

# IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

## HUMAN RESOURCES ENTERPRISE

### OPERATIONS ASSISTANT

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#### DEFINITION

Under direction from the Operations Manager or other designated staff, assists in the coordination of materials for the daily operation of the network as they pertain to programming and support services at Iowa Public Television; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

#### WORK EXAMPLES

Functions as duty director during non-normal business hours and remote live telecasts; makes operational programming decisions; directs engineers stationed at Master Control; makes minor log and continuity adjustments as needed for quality control.

Oversees and "troubleshoots" within support areas of the network in operational matters, checking on the condition of broadcast materials tapes to maintain quality and consistency.

Initiates and collects network discrepancy reports; discusses discrepancy with appropriate supervisors; and takes necessary action to correct discrepancy.

Oversees traffic and promotion work as they pertain to logs and program continuity, assuring that they meet the rules, requirements, regulations, and policies of the Programming and Production division, Federal Communications Commission (FCC), Engineering division, and the network Operations Manager.

#### COMPETENCIES REQUIRED

Knowledge of broadcast network operations and FCC rules and regulations regarding same.

Knowledge of broadcast equipment, satellite transmission, and other forms of distribution, and their capabilities of performance.

Ability to direct the work of others.

Ability to maintain one's emotions and respond appropriately.

Ability to work under stressful conditions.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four year college or university with major study in television, communications, broadcasting, or other job-related curriculum, and one year of full-time job-related specialized technical support work experience, preferably in broadcasting;

OR

four years of any combination of recognized post-high school education in the specified curriculums and qualifying experience may be substituted for the college or university degree;

OR

successful completion of graduate school course work (thirty semester or equivalent hours equal one year) with major study in the specified curriculums may be substituted for the experience.

**NOTE:**

Flexibility of scheduling may require the availability to work inconsistent hours and days.

**NOTE:**

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the employing agency.

Iowa Public Television  
6450 Corporate Drive  
Johnston, Iowa

Effective Date:     1/97     BW