

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
ASSISTANT DIRECTOR OF ENGINEERING
AND TECHNOLOGY

DEFINITION

Manages the technical and operational activities including engineering maintenance, network control, quality control, and production support for Iowa Public Television, either for network transmitter/translator installations, mobile units, or at network studio facilities; 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

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments; disciplinary procedures and administers personnel and related policies and procedures.

Assists the Director of Engineering and Technology by assuming responsibility for the daily operation of either network studio facilities, transmitter/translator installations or communications technology.

Directs the development and implementation of a maintenance program for all equipment in the assigned engineering area.

Develops technical standards and test procedures for the assigned engineering area.

Recommends equipment acquisition and procurement of personnel in the assigned engineering area.

Develops budgetary data concerning the needs in the assigned engineering area.

Designs new equipment systems in the assigned engineering area.

Implements Federal Communications Commission (FCC) rules as they pertain to the assigned engineering area.

Assigns and schedules engineers and techniques required for operations in the assigned engineering area.

COMPETENCIES REQUIRED

Knowledge of radio and television studio, remote and portable equipment so as to direct the proper usage and maintenance of broadcast equipment utilized within the major area of responsibility.

Knowledge of types of equipment used in the production and transmission of radio and television programs in the assigned area of engineering responsibility.

Knowledge of FCC rules and regulations pertaining to radio and television in the assigned area of engineering responsibility.

Knowledge of the principles and practices of supervision.

Ability to plan, direct and supervise the work of subordinates.

Ability to comprehend and apply applicable engineering standards, principles, and methods in the assigned area of engineering responsibility.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain cooperative work relationships with all external and internal customers.

Ability to plan, formulate, organize, and carry out department programs in the assigned area of engineering responsibility and network policies.

Ability to design television and related electronic equipment in the assigned area of engineering responsibility.

Ability to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

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 with major course work in electronic, electrical, or a related engineering discipline and experience equal to four years of full-time work experience in educational or commercial radio and/or television engineering, preferably with some administrative, management, or supervisory responsibility in the field;

OR

four years of progressively responsible, practical electronic and/or electrical engineering experience (preferably in the radio/television industry), or an equivalent combination of education and experience in electronic and/or electrical engineering work may be substituted for graduation from the required accredited four year course of study;

OR

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

NOTE:

Upon approval of the Executive Director, possession of an FCC General Radiotelephone License, or certification by The Society of Broadcast Engineers (SBE), Certified Electronic Technicians (CET), or National Association of Radio and Telecommunications Engineers (NARTE) may be required for designated positions.

NOTE:

Upon approval of the Executive Director, specific training and/or experience in radio/television engineering for either transmitter/translator installations or network studio facilities may be required for the designated positions.

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
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Effective Date: 2/01 DA