Class Code: 14705

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

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 PBS, either for network transmitter/translator installations and maintenance, mobile units, or at network studio facilities; performs related work as required.

The work examples and competencies listed below 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, grievances, work schedules, and assignments; administers personnel policies and procedures.

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

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.

Ensures compliance with all applicable Federal Communications Commission (FCC), Federal Aviation Administration (FAA), OSHA, cybersecurity, and broadcast/technical standards.

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

Operates, monitors, and supports equipment used in the production and transmission of radio and television programs within the assigned engineering specialty.

Competencies Required

Knowledge:

- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

- Communications and Media – Media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Engineering and Technology – The practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- English Language – Structure and content of the English language including the meaning and spelling of words, and rules of composition and grammar.
- Engineering and Technology – The design, development, and application of technology for specific purposes.
- Telecommunications – Transmission, broadcasting, switching, control, and operation of telecommunications systems.

Abilities:

- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Originality – Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Written Expression – Communicate information and ideas in writing so others will understand.

Skills:

- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination – Adjusting actions in relation to others' actions.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Management of Financial Resources – Determining how money will be spent to get the work done, and accounting for these expenditures.
- Management of Material Resources – Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
- Speaking – Talking to others to convey information effectively.
- Time Management – Managing one's own time and the time of others.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

1) Eight years of full-time work experience in electronic and/or electrical engineering.
2) All of the following (a and b):
    a. Four years of full-time work experience in educational or commercial radio and/or television engineering; and
    b. A total of four years of education and/or full-time experience (as described in part a), where thirty semester hours of accredited college or university coursework in electronic, electrical, or a related engineering discipline equals one year of full-time experience.
3) Graduation from an accredited four-year college or university with a degree in electronic, electrical, or a related engineering discipline, and experience equal to four years of full-time work in educational or commercial radio and/or television engineering.
4) All of the following (a, b, and c):
    a. Two years of full-time work experience in educational or commercial radio and/or television engineering; and
    b. A total of four years of education and/or full-time experience (as described in part a), where thirty semester hours of accredited college or university coursework in electronic, electrical, or a related engineering discipline equals one year of full-time experience; and
    c. A total of two years of graduate-level education and/or full-time experience (as described in part a), where twenty-four semester hours of accredited graduate college or university coursework in electronic, electrical, or a related engineering discipline equals one year of full-time experience.

Notes

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.

Effective date: 01/26 KC