

**DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
JOB VACANCY NOTICE**

JVN # 858-08-2042

Civil Service Title: Television Equipment Operator (Per-Diem)

Title Code Number: 90311 **Salary Range:** \$17.33/hr– \$23.53/hr

Office Title: Master Control Operator **Work Location:** 1 Centre Street

Division/Work Unit: NYC Media Group **Number of Positions:** 2

Hours/Shift: Day*

*Due to the nature of the operations of a television station, business necessities may require that you work various shifts such as weekends and/or evening shifts.

JOB DESCRIPTION

(New York City Residency required within 90 days of appointment)

Responsibilities will include: Originating TV, FM and cable media assets/programming and monitors quality of outgoing video/audio signals through the master control systems as well as incoming signals on off-air receivers/demodulators, cable systems and fiber and satellite receive systems; Operating a combination of live pass through, tape playback and server playback and automation systems including, but not limited to Saturn master control switchers, Flexicart systems, Odetics systems, Matco switchers, Seachange servers, Sundance automation, and Chyron and other graphic equipment; Receiving and recording satellite downlink and fiber feeds for live-to-air programming and/or future playback; Identifying problems in advance to prevent on-air errors and corrects on-air problems promptly; Assisting in and/or performs the installation and maintenance of television operating equipment and assists other technicians, librarians, etc., with technical needs; Entering information into records such as broadcast program logs, playlists, transmitter logs, program record logs, Emergency Alert System (EAS) logs, and equipment inventories fully and accurately; Submitting verbal and written reports including documentation of air and feed discrepancies and equipment malfunctions; Assisting in managing tape library; Performing the duties of the supervisor in his/her absence and works with supervisor to identify problems and propose possible solutions.

PREFERRED SKILLS

Candidates should possess a valid New York State Driver's license with a good driving record. May be required to lift equipment of up to 50 pounds.

CIVIL SERVICE QUALIFICATION REQUIREMENTS

Graduation from an academic high school, technical, trade or vocational school is required. In addition, candidates must have one (1) year of responsible experience as a television cameraman or television studio technician. Technical education or training beyond the prescribed school level will be accepted in lieu of experience on a month-for-month basis up to a maximum of three months.

TO APPLY, PLEASE SUBMIT RESUME INDICATING JVN# TO:

Department of Information Technology and Telecommunications (DoITT)
Recruitment Office • 75 Park Place - 5th Floor • New York, NY 10007

-or-

e-mail work@tv.nyc.gov (indicate '2042 – MCO' in the subject line)

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL

POST DATE: 5/7/08

POST UNTIL: Filled

JVN: 858 / 08 / 2042

(agency code/fiscal yr./number)