

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

Civil Service Title: Computer Operations Manager M-3

JVN # 858-05-1358CW

Title Code Number: 10074 **Salary Range:** \$50,634 - \$108,044

Office Title: Emergency Broadcast Director **Work Location:** City Hall

Division/Work Unit: NYC TV **Number of Positions:** 1

Hours/Shift: Day*

JOB DESCRIPTION

Responsibilities will include: Liaison with City, State and other Federal agencies with regards to emergency broadcast procedures and transmissions; working with public and private communication and security personnel such as The White House, FBI, FCC, Homeland Security, FEMA, etc to co-ordinate and plan communication and broadcast related procedures and standard operations of practice; Administers and supervises plant engineering and operations personnel to ensure all advanced media, broadcast, cable and other mediums are on air during all time periods; Complies with the Management's mandate that general station operations are in compliance with Federal Communications Commission (FCC) regulations and applicable local, state and federal laws; Prepares technical applications, including FCC construction authorization permits, licenses and the renewal or modification of licenses; plans, develops and implements new methods to improve operations, greater utilization of labor and suggest cost cutting measures as approved by the Director of Technical Operations, pursuant to managers and emergency broadcast measures; Directs the Engineers to develop preventive maintenance programs for station facilities and ensure the efficient and effective use of station equipment; Maintains a preventative maintenance program that minimizes emergency repairs and service repairs and ensure proper operation during seasonal changes and recalibrate controls based on seasonal conditions to ensure energy efficient operation; Among other engineering related responsibilities the Emergency Broadcast Manager will be responsible for performing system-wide technical evaluations and implement testing procedures for all engineering equipment; Provide a support system for the Master Control supervisor in testing and procuring analog and digital TV systems and equipment; Maintain a hazard communications program and promulgate safe work practices; perform preventative maintenance on the equipment as prescribed by manufacturer's recommendations, as well as conducting thorough operations during seasonal changes; Makes recommendations to the General Manager and the Director of Technical Operations for all long-range facilities planning of systems design, and of the budgeting and approved purchasing of technical equipment; Oversees the smooth functioning and maintenance of video and audio equipment and conduct due diligence for satellite and fiber feeds for on air operations; Works with the Senior Engineer in researching and tracking of emergency broadcast transmission in other locations/markets around the country such as The White House, Los Angeles, etc; Creates/maintains relationships with all outside vendors and broadcast centers; Engages in standard engineering practices to ensure the proper functioning of equipment and the ability to properly monitor output to support the Master Control operations. This will include proactive maintenance to correct problems that may surface and as much as possible to prevent problems from occurring.

* Due to the nature of the operations of a television station, business necessities will require that you work various shifts such as weekends and/or early morning and evening shifts. Will be required to be on-call at all times in case of system failure and back-up for the Senior Engineer.

CIVIL SERVICE QUALIFICATION REQUIREMENTS

Six years of progressively responsible full-time experience supervising or administering computer operations involving a large-scale third generation computer at least 18 months of which shall have been in a managerial capacity.

-OR-

Education at an accredited college or university may be substituted for the general experience described above (but not for the 18 months of managerial experience described above) at the rate of one year of college for 6 months of experience up to a maximum of 4 years college for 2 years of experience. In addition a Master of Business Administration, Master of Public Administration or any other Master's Degree in Management of Administration may be substituted for an additional year of the general work experience. However, all candidates must possess the 18 months of administrative or managerial experience described above.

TO APPLY, PLEASE SUBMIT RESUME INDICATING JVN# TO:

Department of Information Technology and Telecommunications (DoITT)
Recruitment Office • 75 Park Place - 9th Floor • New York, NY 10007

-or-

e-mail to tv@doitt.nyc.gov (indicate office title in subject line)

POST DATE: 10/13/04

POST UNTIL: 10/26/04

JVN: 858 / 05 / 1358CW

(agency code/fiscal yr./number)