

RADIO STATION SUPERVISOR

GENERAL STATEMENT OF DUTIES: Supervises and performs work involved in the operation, maintenance and programming of Westchester Community College radio station. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the daily operation of Westchester Community College FM radio station; the control of radio station equipment including maintenance thereof; the compliance with Federal Communication Commission rules and regulations; financial management data; and facilitates program arrangements for on and off campus coverage including liaison with students, faculty and staff in the design and implementation of academic programs for broadcast. Supervision is exercised over a number of student department heads and student staff members.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the daily radio station operation including student department heads and student staff members;

Maintains control over radio station equipment including continuous maintenance of such equipment;

Monitors station operation to assure compliance with Federal Communications Commission rules and regulations including the maintenance of program logs and schedules, and announcer work schedule;

Prepares Federal Communications Commission license renewal procedure;

Prepares radio station annual budget and maintains accounts of expenditures;

Facilitates program arrangement for on and off campus coverage including accommodation of academic programming, news and sports coverage and public affairs coverage;

Acts as liaison with faculty and staff in the design and implementation of academic programs for broadcast.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles and practices of radio broadcasting including programming, budgeting, news, music and sports; knowledge of principles and practices of FM broadcast transmission; ability to plan and supervise the work of others; ability to meet and deal with daily operational problems; dependability; resourcefulness; demonstrated leadership; professional attitude; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school course and either (a) two years of experience in the installation and maintenance of radio broadcast electronics equipment, and one year of radio programming experience; or (b) completion of an Associates Degree* in Electrical Technology and one year of experience in the installation and maintenance of sophisticated electronics equipment, and one year of radio programming experience; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENT: Possession or eligibility for a third class license with endorsement issued by Federal Communications Commission.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.