



**Master Control & Information Technology Tech PT**  
Position Description and Performance Expectations

**Classification:** Part-time, Hourly (6 hours daily - Monday to Friday)  
**Responsible to:** Senior MC & Broadcast Tech  
**Department:** Engineering  
**Position Open Until Filled**

*The position summary describes current duties and responsibilities for which the employee will be held accountable and evaluated upon. The bulleted items represent some, but not all, of the performance measures, which may be used in evaluating performance. Job duties, workweek parameters, and responsibilities below may change from time to time, at the sole discretion of the organization, as other needs may arise.*

**General Description:**

This is a part-time position requiring 30 hours per week. There will be different a.m. or p.m. shifts for this position

Under general supervision of the Senior MC & Broadcast Tech, the MC & IT Tech will perform routine technical support and master control duties. This position will handle the broadcast IT of the station including and not limited to the broadcast automation network.

**Essential Functions:**

Maintaining high standards of technical service will perform the following duties:

- Air Programs and Breaks in accordance with the station log and FCC guidelines.
- Operate station automation system.
- Troubleshooting IT station systems.

**Duties & Accountabilities:**

- Report equipment errors and discrepancies to engineering maintenance.
- Troubleshooting station systems including broadcast equipment.
- Responsible for MC operations and workflows
- Assist with closed captioning of programs for air and web when needed.
- Part of studio operations and prepping
- Assists in cabling (Network, A/V, etc.)

- Monitor transmitters RX and TV, & record faults and readings on the transmitter log.
- Responsible for internal LAN (maintenance, upgrade, expansion)
- Responsible for VPN, Mail server, etc.
- Responsible for maintenance checks on servers and automation systems
- Report equipment errors and discrepancies to engineering maintenance.
- Basic computer maintenance skills, including installing software patches.
- Assist with closed captioning of programs for air and web when needed.
- Record and time programs on tape and video server as determined by the recording schedule.

### Competencies:

- Knowledge of Windows and Mac operating systems.
- Knowledge of Microsoft Office
- Ability to read and follow program logs.
- Ability to interpret technical sheets and diagrams
- Ability to complete assignments in an unsupervised environment.
- Must have transportation available to accommodate flexible schedule.
- Ability to explain technical situations and to follow instructions given over the telephone.
- Coding (XML, PHP)
- Basic networking knowledge (tcp\ip, netbios).
- Ability to work flexible hours and anticipate on-call duties
- Extensive network trouble shooting skills
- Must be able to lift 50 lb

**How to Apply:** Applications will be accepted and reviewed until the position is filled. Please include:

1. A completed ValleyPBS application form, which can be found at [valleypbs.org](http://valleypbs.org).
2. Resume.
3. Cover letter, including why you feel your experience and qualifications best meet the job requirements.
4. To fulfill our FCC license requirement, recruitment source where you learned about this position.

Direct application materials to:

Shadi Sabra

VP Technology & Broadcast Operations

ValleyPBS

1544 Van Ness Ave.

Fresno, CA 93721

e-mail: [ssabra@valleypbs.org](mailto:ssabra@valleypbs.org)

No phone calls please.