

**AUDIO-VIDEO BROADCAST OPERATOR  
JOB DESCRIPTION**



JOB TITLE: Audio-Video Broadcast Operator	CLASSIFICATION: Technicians	IMMEDIATE SUPERVISOR: Village Clerk
PAY GRADE: 128	DEPT: Administration	STATUS: FT <u>PT</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Responsible, professional, technical position providing set up and operation of audio and video telecommunications broadcast for Village public meetings to government cable channels and assist with virtual meeting platforms.

**SUPERVISION EXERCISED:** None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ability to work a flexible evening schedule on a regular basis.
- Conducts functional and operational pre-check of on-air control television broadcasting equipment before start of each meeting.
- Ability to test and evaluate audio/visual signal quality at the point of production, transmission, and reception.
- Apply technical knowledge of sound recording equipment to achieve the determined artistic objectives.
- Knowledge in A/V One-Line Schematics and Signal Flow.
- Operate television broadcast equipment for live on-air transmission and program recording.
- Verify and monitors views of PTZ cameras over the air transmission.
- Observe monitors in order to determine remote camera positioning and to ascertain the event is airing.
- Coordinate closed-captioning of on-air broadcast with contracted captioner.
- Monitor audio signals to detect sound-quality deviations or malfunctions.
- Report physical/technical network equipment issues in real time to I.S. Make necessary adjustments to equipment when possible.
- Control Character Generator.
- Maintain equipment and report any malfunctioning equipment immediately.
- Knowledge of troubleshooting and support using GoToWebinar, GoTo Meeting, Zoom web conferencing software
- Performs other work related tasks as required.
- Ability to work evenings and weekends when needed, along with flexibility of time needed on site.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- 2+ years of experience as an audio/video operator
- Practical experience with recording, editing, and mixing software
- Creative problem-solving capability and excellent troubleshooting skills.
- Any equivalent combination of education training and experience that provides the requisite knowledge, skills and abilities for this job.

### Knowledge, Skills and Abilities:

- Audio-Visual DSP, Control System Programing, and Strong Computer skills
- Experience operating / troubleshooting audio/video devices such as laptop computers, desktop computers, broadcasting and recording devices, PTZ cameras, conference room display TV's or projection based displays.
- High-level analytical and technical skills to pursue a logical line of inquiry while troubleshooting problems.
- Establish and maintain effective working relationships with other departments, peers, technical consultants and Village Residents.

### **SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license or ability to obtain one by the date of hire; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl in performing light manual labor.

The employee must regularly lift and/or move up to 10-20 pounds, and occasionally lift and/or move up to 30 pounds of dead weight with knees extended and bending from the waist down. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead frequently, and turn fully from a fixed stance.

### **TOOLS & EQUIPMENT USED:**

Computers, monitors, cameras, phones, tablets, cables, audio-video software and other associated equipment.

### **ENVIRONMENTAL CONDITIONS:**

While performing the duties of this job, the employee rarely works in outside weather conditions, but may be asked on occasion to work events or special functions outside, and is occasionally exposed to hot, wet and/or humid outside conditions, cooler outside temperatures, toxic or caustic chemicals, such as cleaning chemicals, and uneven grounds such as grassy areas. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days or when outside.

### **SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview, criminal, and DMV background and reference check, job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer

The duties listed above are intended to serve as an example of the typical functions performed. They are not exclusive or all-inclusive and will vary with assignments.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer or the needs of the employer and requirements of the job change.

**HISTORY:**

Created: 04-06-22