



VERMONT STATE COLLEGES

## Job Classification Description

**BROADCAST SYSTEMS ADMINISTRATOR/LSC  
VSC UP PAT BARGAINING UNIT**

**GRADE 11  
EXEMPT**

### **BASIC FUNCTION**

Insure performance and reliability of audio, video and computer network equipment and systems in the LSCTV broadcast production facility and related Television Studio Department and facilities. Perform regular preventative maintenance and repair functions on all equipment and systems. Perform System Administrative functions for Avid Unity Media Network, iNews Newsroom Computer System and all other networked computer equipment and systems in the facilities.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Design, install, troubleshoot, repair, maintain and modify audio, video and computer network systems and equipment in the LSCTV broadcast production facility and related facilities ensuring their proper operation.
- Repair and maintain all systems and equipment with the ability to troubleshoot to the component level and repair when possible or see that equipment is repaired by outside vendors as needed.
- Maintain operation and integrity of departmental networks, including MS Windows and UNIX network system administration by performing installation, updates and patching of all computer operating systems including Avid Unity Media Network and iNews Newsroom Computer System networks.
- Using HTML, JavaScript and other web languages, assume primary responsibility for creation, maintenance and currency of LSCTV News 7 streaming video webpage and streaming video system.
- Align, test, configure and monitor equipment and systems, in order to obtain and confirm optimal performance or to identify existing or potential problems.
- Perform and document repairs and regular preventive maintenance procedures.
- Within delegated limits, contact suppliers for equipment, services or advice.
- Contribute ideas and make recommendations to overcome problems or achieve desired results. Contribute to the development of methods, procedures and designs that will permit a better utilization of equipment or facilitate maintenance.
- Order and maintain necessary supplies and equipment.
- Assist faculty with training on use of new equipment and systems.
- Provide daily immediate support to students in use of equipment.
- Provide nightly technical support for News7 newscasts.
- Keep up-to-date on current technical developments in all fields.
- Perform related duties as assigned.

### **SUPERVISION EXERCISED**

None.

### **SUPERVISION RECEIVED**

General supervision is received from the Director of Broadcast Operations.

### **MINIMUM QUALIFICATIONS**

Associates degree or equivalent technical training in television studio equipment and computer hardware maintenance and repair, and computer network system administration. Strong basic technical knowledge and skills relevant to television studio production and computer network infrastructure with extensive experience in equipment maintenance and repair.

- Knowledge and experience administering MS Windows and UNIX operating systems.
- Knowledge and experience in Web design and streaming video technologies.
- Knowledge and experience administering Avid Unity Media Network and iNews and Newsroom Computer System networks.
- Must possess strong troubleshooting, communication and planning skills.
- Ability to work cooperatively with a variety of College personnel and individuals from outside the institution.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**