



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<del>BECON</del> <u>Manager II, Engineering</u>
<b>CONTRACT YEAR:</b>	Twelve Months
<b>PAY GRADE:</b>	<del>28</del> <u>26</u>
<b>BARGAINING UNIT:</b>	BTU-TSP

**PREFERRED QUALIFICATIONS:**

**EDUCATION:** ~~An earned bachelor's degree or higher from an accredited institution.~~ An earned associate's degree from an accredited institution.

**EXPERIENCE:** ~~Minimum of five (5) years of experience and/or training in the field related to the title of the position.~~ Minimum of six (6) years, within the last eight (8) years, of experience and/or training in the field related to the title of the position.

OR

**MINIMUM QUALIFICATIONS**

**EDUCATION:** ~~Earned associate's degree from an accredited institution.~~ Standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program and at least one (1) year of post-secondary training in broadcast engineering and computer networks.

**EXPERIENCE:** ~~Minimum of seven (7) years of experience and/or training in the field related to the title of the position.~~ Minimum of eight (8) years, within the last ten (10) years, of experience in the field related to the title of the position.

**ADDITIONAL QAULIFCATIONS**

~~Preferred degree majors in Electronic Engineering and/or Broadcast Engineering. Preferred experience in television production or a broadcast facility, at least three (3) years of which must include experience in Administration or~~

~~Supervision. Must be competent in the following areas: television systems design and construction; operation and maintenance of television production and broadcast equipment and systems; maintenance of receiving and distribution (MATV/CATV) equipment and systems. Experience in the network applications of a broadcast facility and analog to digital transit. Bilingual skills preferred. Computer skills as required for the position.~~

**REQUIRED:** Knowledge of day-to-day operations with competency in broadcast system design and construction; operation and maintenance of broadcast equipment and systems; network applications; on air operations and FCC compliance.

**PREFERRED:** Preferred eExperience in broadcast engineering with experience over the past two (2) years in a digital environment.

**REPORTS TO:** Director/General Manager Broward Education Communications Network (BECON)

**SUPERVISES:** TV Broadcast Maintenance Engineers, ~~and~~ TV Studio Technical Advisors, and BECON Broadcast Engineers I and II.

**POSITION GOAL:** To assist the Director/General Manager Broward Education Communications Network (BECON), in those responsibilities pertaining to the broadcast operation and maintenance of BECON's technical facilities. Maintain broadcast operations, equipment and systems.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The BECON Manager II, Engineering Manager shall:**

- ~~1. supervise the daily operation and maintenance of the production, broadcast operations computer network and satellite TV facilities and the equipment of the BECON and the broadcast engineering personnel involved therein.~~
- ~~2. perform all purchasing for technical equipment and supplies related to the broadcast, network at BECON and Channel 63 open air channel.~~
- ~~3. design and implement the digital server system and transition from analog to digital for BECON's entire broadcast system.~~
- ~~4. design, install and maintain the transmitter facility and master control station for all broadcast channels.~~
- 1. supervise the BECON Engineering staff and maintain 24 X 7 day operations of BECON's Broadcast TV Channel 40/63.1, FM radio station WKPX FM, EBS

- channels and full power transmitter site.
2. recommend purchase for technical equipment and supplies related to the broadcast network at BECON.
3. maintain operation of the video server system and provide training to other broadcast engineers and traffic specialists using integration software.
4. maintain the transmitter facility and master control station for all broadcast channels.
5. assist the Director/General Manager Broward Education Communications Network (BECON), in the preparation and submittal of technical data as pertains to all required FCC applications and documents.
6. implement computer systems and programs to improve the efficiency of the operations at BECON.
7. ~~supervise the daily operation and maintenance of the production, broadcast, computer network and satellite TV facility and equipment at BECON and the broadcast engineering personnel involved therein.~~
8. ~~maintain daily work schedules for the BECON broadcast engineering personnel to provide appropriate technical support for BECON production, broadcast, computer network and satellite TV operations.~~
7. remain current on the latest advances for the broadcast networks and digital compression techniques.
8. maintain control records on in-coming correspondence and action documents to ensure timely reply or action.
9. check and file the daily operating and maintenance logs for the BECON broadcasting facility as required by the Federal Communications Commission (FCC) ~~/School Board policy.~~
10. ~~assist the Director/General Manager Broward Education Communications Network (BECON), in the planning, design and coordination of expansion of the BECON Center production and broadcast facilities and the receiving and distribution systems in the schools/departments.~~
10. maintain control records and coordination with all BECON broadcast partners including Direct TV, Dish Network, AT&T and Comcast Cable.
11. maintain close communication with the School Board Facilities Department and ~~write~~ contribute to the Educational Specifications to assist them in the planning, coordination and inspection of BECON receiving and distribution systems in new/renovated schools.
12. perform and promote all activities in compliance with equal employment and non-discrimination policies of ~~the~~ The School Board of Broward County, Florida.
13. participate ~~successfully~~ in the training programs offered to ~~increase~~ enhance the individual's skills and proficiency related to the ~~assignments~~ job responsibilities.
14. review current developments, literature and technical sources of information related to job responsibilities.
15. ensure adherence to good safety procedures.
16. follow Federal and State laws, as well as School Board policies.
17. perform other duties as assigned by the Director/General Manager Broward Education Communications Network (BECON).

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**

~~Oversee the daily operation and maintenance of BECON's technical facilities and engineering staff. Regularly communicates with Director/General Manager Broward Education Communications Network and School Board Facilities Department to assist in the planning, design, coordination, expansion of the BECON Center and Broadcast facility and the receiving and distribution systems in schools and departments. Other School Board departments, vendors and FCC counsel.~~

**PHYSICAL REQUIREMENTS:**

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 4/23/96 &

Adopted: 5/21/96

Realigned: 4/7/98

Revised: 7/16/02 &

Adopted: 8/6/02

Board Adopted: 12/16/03

Revised: 01/22/10

2009-2010 Organizational Chart

**Position Factor Listing**

BECON Manager II, Engineering  
Point Range: 895-944

**Position Factors**

**1. Knowledge:** Combined required **minimum education/experience for competent performance**

<b><u>Education</u></b>	<b><u>Experience Range - Years</u></b>		
	<b><u>Up to 3</u></b>	<b><u>4-7</u></b>	<b><u>8+</u></b>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

**2. Human Relations Skills:** All interpersonal skills required to produce the desired end result

<b><u>Required skill level</u></b>	<b><u>*Organization Contact Level</u></b>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

**\*Definitions**

- |   |  |
|---|--|
| <b>1</b> - Immediate workgroup                        | <b>2</b> - Outside of immediate workgroup                          |
| <b>3</b> - Assistant/Associate/Deputy Superintendents | <b>4</b> - Superintendent, School Board; critical external parties |

**3. Problem Solving:** Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

**Point Factor Listing (cont.)**

**BECON Manager II, Engineering**

Point Range: 895-944

**4. Decision Making Freedom:** Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

**5. Position Impact:** Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

**Position Analysis Criteria**

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
<b>A3</b>	<b>C3</b>	<b>C</b>	<b>C</b>	<b>C</b>