



KUSC Director, Engineering And Operations Job Description

JOB INFORMATION

<i>Job Code:</i>	193035
<i>Job Title:</i>	KUSC Director, Engineering And Operations
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Radio Broadcasting/Programming
<i>Job Family Group:</i>	Radio Broadcast
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Designs, develops and manages engineering and operational goals, policies and procedures of USC Radio. Responsible for compliance with laws and regulations pertaining to broadcast operations. Manages engineering and operations staff through subordinate supervisors. Collaborates with Development staff on fundraising and grant proposals. Identifies and develops ancillary services to generate auxiliary sources of revenue. Reports to General Manager. Is recognized as authority in field.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Management experience in radio broadcast, audio transmission, FCC regulations and broadcast law.
X		Manage engineering and operations staff.
X		Design, construct, maintain studio and mobile facilities of a major radio operation.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Establishes and maintains standards of performance for radio engineering, audio production, broadcast operations and facilities use. Develops and implements all technical and engineering policies for USC Radio. Supervises the planning, design, construction and maintenance of all studio, transmitter, satellite, mobile and office facilities of USC Radio.				
Supervises all assigned subordinate staff, usually through other supervisors. Recruits, screens, hires and trains staff. Assesses need for technical and professional growth and recommends development opportunities. Evaluates employee performance and provides guidance and feedback. Counsels and/or disciplines as needed.				
Develops and administers divisional budget, Responsible for Divisional short-and long-range planning. Evaluates new technologies and their application to current and future broadcast and production activities.				
Identifies, develops and implements business opportunities to generate sources of auxiliary revenue. Collaborates with Development staff to identify prospective funding sources and to prepare grant applications to purchase, install and replace broadcast equipment.				
Responsible for compliance with all laws and regulations applicable to broadcast operations. Prepare and administers all FCC licensing matters including applications for new and renewal licenses and construction permits.				
Serves as primary liaison with all technical, operational and utility companies and personnel with whom USC Radio conducts business.				
Serves as USC Radio's senior engineering and technical representative with all local, national and international public and commercial broadcasting organizations.				
Represents USC Radio in all planning and negotiations with local, regional and national agencies responsible for design and development of wired and broadcast distribution systems.				
Ensures compliance with University policies and procedures pertaining to purchasing, contracts and broadcast license matters.				
Collaborates with other senior officers in the overall management of USC Radio.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.