

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Broadcasting Scheduling

SERIES NO.:

5262

MAJOR AGENCIES:

Educational Broadcasting Network Commission

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the broadcasting scheduling occupation is to provide programming to affiliated television & radio stations within Ohio.

Incumbents coordinate agency leases for programming series & devise & maintain daily broadcast schedules.

CLASS TITLE:

Broadcasting/Network ITV Coordinator

CLASS NUMBER:

52621

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of agency, instructional television (i.e., ITV) & educational television (i.e., ETV) broadcasting policies & procedures in order to devise & maintain broadcasting schedules & coordinate statewide activities involved with providing quality instructional television programs to ITV agencies & public television stations.

CLASS TITLE: Broadcasting/Network ITV Coordinator	CLASS NUMBER: 52621	BARGAINING UNIT: 07
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EFFECTIVE DATE:

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Devises & maintains daily Instructional Television (i.e., ITV) broadcast schedule for statewide (i.e., eight) ITV agencies according to various school district curriculum needs identified by ITV agencies & Ohio Department of Education, develops & maintains ITV schedules for pre-season broadcasts of new ITV series for school recording, post-season broadcasts of continued series & summer broadcasts intended for use in summer schools, establishes & maintains Ohio Network's four interfacing ITV feed schedules of ITV programs to affiliated Educational Television (i.e., ETV) stations through traffic/ automation computer systems & publishes & distributes schedules to appropriate TV station, personnel & agencies.

Coordinates all leases of ITV programs/series with regional programming services, national program distributors & ITV agencies & performs related tasks (e.g., negotiates with program distributors, manages copyright information, reviews contracts for accuracy of price, discounts applied, additional use rights charges & tape acquisition charges).

Represents network with state, regional & national ITV organizations & represents Ohio interests with regional & national ITV committees & groups.

Oversees composition of ITV videotape library & decides which ITV series/programs to retain or remove, arranges for acquisition of new programs for duplication to OEB tape stock & instructs OEB traffic personnel of changes.

Operates personal computer/word processing equipment & creates & maintains computer data files for available ITV series & individual ITV programs; researches original file entries & continually updates to assure accuracy; duplicates & distributes file print-out to appropriate ITV agencies; accesses (i.e., via modem) regional & national databases & message forums downloading & uploading data & messages.

Provides statistical & research information regarding Ohio ITV activities including historical research, historical comparisons, lease cost comparisons, cost summaries & broadcast usage.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency, Instructional & Educational Television Broadcasting policies & procedures*; broadcasting related field; education related field; data entry; copyright laws*; lease & purchase contracts*; public relations; budgeting; inventory control*. Skill in operation of word processing equipment, searchable databases, electronic mail & other on-line communication services. Ability to define problems, collect data, establish facts & draw valid conclusions; plan, organize & prioritize work; use proper research methods in gathering data; write letters & memos giving directions; maintain accurate records; demonstrate dexterity in fingers & hands.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in educational media or 24 mos. exp. in broadcasting field which includes instructional television, programming or traffic area; 3 mos. trg. or 3 mos. exp. in budget, finance or accounting; 6 mos. trg. or 6 mos. exp. in operation of word processing, data entry or on-line computer equipment; 6 mos. trg. or 6 mos. exp. in public relations.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.