

**SOUTH TEXAS PUBLIC BROADCASTING SYSTEM
KEDT TV/FM**

JOB DESCRIPTION

Position/Title: Director of Engineering and Operations

Reports To: STPBS President and General Manager

Status: Full Time, Salary Pay

This job description describes current duties and responsibilities for which the employee will be held accountable and upon which he or she will be evaluated. The bulleted and enumerated items represent some, but not all of the performance measures which may be used in evaluating performance. Job duties and responsibilities below may change from time to time, at the sole discretion of the company, as other needs may arise.

Responsibilities:

- 1. Maintain a crucial human interface with other departments of the stations, subcontractors, outside vendors and consultants. Represents the division in station meetings as required.**
- 2. Directly supervises the activities of the engineering and television operations personnel.**
- 3. Establishes and maintains overall budgetary control procedures for the division.**
- 4. Assure that the technical performance and operations of S.T.P.B.S. stations' equipment meets the requirements of the Federal Communications Commission and other appropriate licensing and regulatory authorities.**
- 5. Ascertain that the overall performance of S.T.P.B.S. stations' equipment meets the present and future requirements of the FCC, the standards of PBS and the management of S.T.P.B.S.**
- 6. Develop and maintain S.T.P.B.S. technical plant designs as necessary and complete documentation to meet the technical needs of the station.**
- 7. Assure that the technical facilities are maintained and functional as intended when the equipment was purchased, whenever possible.**
- 8. Keep S.T.P.B.S. station management apprised of major factors that could impact S.T.P.B.S.**

9. Assume a lead role in the preparation and execution of grants for new broadcast equipment under the guidance of the President and General Manager.

10. Supervise the preparation of appropriate training materials and procedures to train technical and operational personnel.

11. Preparation of all FCC licensing documents.

12. Recruit technical and operation personnel as required using the approved employment guidelines of S.T.P.B.S.

13. Carry a company issued cell phone and respond as quickly as practical to all emergencies.

14. Perform other duties as assigned.

Position Qualifications:

1. College Degree or Technical Education in Electronics/Internet Technology and 5 years of experience. An SBE Certification is desirable.

2. Former management position

3. Electronic/Electrical Technology and Computer knowledge.

4. Physical Labor.

5. Valid Texas driver's license or able to acquire a Texas driver's license

6. Reliable transportation.

To apply please submit KEDT Employment Application located on the KEDT website:
www.kedt.org

Applications can be submitted:

- In person at the KEDT Studio
- Via email at: humanresources@kedt.org
- Regular mail at:

HR Department

South Texas Public Broadcasting, Inc.

Attention: Jesenia McQueen

3205 South Staples Street

Corpus Christi, TX 78411

South Texas Public Broadcasting System is a 501c3 nonprofit organization in Corpus Christi, Texas that operates PBS station KEDT-TV and NPR stations KEDT-FM and KVRT-FM. EEO/AA