

**Sacramento Educational Cable Consortium  
Cable Operator  
Student Assistant Job Description**

**Pay Level \$7.50-\$11.50 per hour**

**Responsibilities**

Under the direction of the Electronic Distribution Supervisor, the cable operator's primary responsibility is the transmission of pre-recorded programs and live televised instruction from on-campus studio classrooms, to Cable Channel 15, 16 & 17. Under minimal supervision and using independent judgment and established SECC policies and guidelines, this position controls the operation of a broadcast switching facility. These duties include:

1. Supervise the operation of all systems and equipment in the Electronic Distribution system, i.e., VCR's, DVD's, digital and analog switchers, patch panel, monitors, demodulators, waveform monitors, character generators, video processors, computerized satellite receivers, time base correctors, still store video recorder, ITFS microwave system, digital clock, channel tuners, headed remote switcher, audio amplifiers, automation system and miscellaneous pieces of sophisticated electronic equipment integral to the operation of a broadcast facility.
2. Responsibilities for the timely transmission via the microwave systems, ITFS, satellite and SECC transmission system to Sacramento community.
3. Responsible for the appropriation and distribution of videotapes from SECC, San Juan High School, LRCCD and community schools for cable Ch. 15, 16 & 17 programming.
4. Keep up logs and write technical discrepancy reports on tapes and equipment.
5. Perform switching, monitor audio and video signals during playback and make adjustments with time base correctors and audio amplifiers.
6. Responsible for all keys assigned to him/her.
7. Consult with SECC on programming discrepancies and report equipment malfunctions and other operational difficulties to the supervisor, technicians and engineers. These events are noted in program logs located in the master control room.
8. Responsibilities to include setting up teleconferences with the satellite downlink remote control computer system, recording programs off the air, cueing up videotapes.

## **QUALIFICATIONS**

- **Must be precise, self-motivated, use good judgment, be reliable and must be willing to learn.**
- **Dependable, with a flexible schedule enabling operator to sign up for varying job hours, including weekend and evening work.**
- **Ability to understand, read, write and clearly speak English.**
- **Ability to follow instructions.**
- **Ability to communicate and perform tasks in a professional manner.**
- **Ability to make independent judgments and work under minimal supervision.**
- **Must have a neat, clean appearance and be able to interact with the public on the telephone and in person in a cheerful, patient and informational manner.**
- **Knowledge of proper operation of media, television and computer type equipment.**