

**MOUNTAIN LAKE PBS
PLATTSBURGH, NY
POSITION DESCRIPTION**

JOB TITLE:	Director of Engineering & Technical Services
DEPARTMENT:	Engineering
REPORTS TO:	President and CEO
STATUS:	Exempt
SUPERVISES:	Any technical/maintenance personnel & contractors
PAY RANGE:	\$58,500 - \$65,000

Summary of Job:

This position fulfills a defined leadership and management role for MLPBS and requires a strong working knowledge of a wide range of broadcast and content technology. The Director of Engineering & Technical Services is responsible for managing operational resources and for ensuring the technical viability and success of all MLPBS Broadcast, multimedia, and online platforms. In this role the Director of Engineering & Technical Services is a key member of the Executive Management team who provides vision and leadership for the entire organization. The Director of Engineering & Technical Services manages one transmitter, three translators and a studio facility which includes full HD and SD at our offsite Joint Master Control, Editing and field acquisition, automated content storage and retrieval systems and a master production control room.

ESSENTIAL DUTIES AND RESPONSIBILITIES

***Note:** This position is classified as essential and as Director of Engineering & Technical Services, working on state and federal holiday and during times of emergency may be required.*

- Maintain all technical/physical plant facilities for studio, transmitter, translator, and microwave to highest attainable quality standards.
- Proficient IT skills related to networking, communication systems and modern broadcast automation, encoding, and video play out systems.
- Supervise engineering department within budget allocations and station policies. Be an active part of the Executive staff management team and assume primary responsibility for the station's engineering strategic and planning/goals.
- Make recommendations as to the hiring, discipline, termination, advancement, and promotion of employees in the Engineering Department.
- Plan budgets relative to the technical and staffing needs of MLPBS, as well as over seeing bid specifications and budgeting for Federal and State grants.
- Good communications and interpersonal skills are essential as this person will work closely with the Senior Staff, clients, and members of the viewing audience on a regular basis.
- Demonstrated ability to manage through difficult and stressful situations, work under deadline pressure.
- Be proactive in insuring MLPBS carriage by alternate distribution mediums e.g.: cable, direct broadcast satellites, and internet.
- Keep abreast of and implement changing technologies to keep MLPBS current, competitive, and indispensable to the community.
- Be fully cognizant of FCC regulations and ensure compliance.

MINIMUM QUALIFICATIONS

Minimum 5 years of experience in broadcast engineering at a broadcast, video production or cable television facility, performing hands on work on productions and live events, maintaining and updating infrastructure.

Minimum of 5 years experience managing technical staff and projects including part-time and contract staff with demonstrated ability to improve performance, output, and quality.

- Proficient IT skills related to modern automation, encoding, and video play out systems.
- Experienced with TV transmitter facilities and traditional microwave links.
- Skilled in all facets of project management.
- Knowledgeable of FCC Broadcast rules and regulations.
- Proven ability to successfully plan, coordinate, and execute tactically and strategically.
- Experience with live studio and field production.
- Strong PC computer skills, including Microsoft Office Suite and Outlook.
- Be available, on call, for station emergencies.

PREFERRED QUALIFICATIONS

Education & Training:

B.S. degree in electrical engineering specializing in television broadcasting or an equivalent level of work experience. Management degree desirable. Good mechanical aptitude.

Work-Related Experience:

Knowledgeable about digital transmission and production and computer network systems as they pertain to broadcasting. General knowledge and ability to perform basic carpentry, plumbing and electrical tasks as needed.

REQUIRED CERTIFICATION/REGISTRATIONS OR LICENSURE

A valid New York State Driver's license and good driving record is required for all MLPBS positions.

PHYSICAL REQUIREMENTS

Capable of hiking to station remote transmitter/translator sites. Comfortable flying as a helicopter passenger. Ability to lift and carry equipment up to 50 lbs, carry out frequent reaching, stretching, twisting, and bending. Standing for up to two hours at a time, and sitting for extended periods. Adequate hearing and vision.

Mountain Lake PBS is an equal opportunity employer.

To apply please send cover letter and resume to:

Human Resources
Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901
- or -
HR@mlpbs.org