

# Public Access Corporation of the District of Columbia

901 Newton St., NE Washington, DC P- (202) 526-7007 F-(202) 526-6646

**Job Title:** IT Specialist II / Television Engineer  
**Reports to:** Director of Operations  
**Status:** Part Time (19 hours per week)

## I. SUMMARY

Five Years of professional information systems technology work. The TV Engineer is responsible for preparing test data and test programs; installing, customizing, and maintaining operating and network system hardware and software; troubleshooting and resolving computer operating system problems; assisting with the design and development of databases; performing systems analysis and system security functions and developing system specification requirements. In addition, the Television Engineer / Specialist is responsible for overseeing and/or performing the installation, operation, and maintenance of all electronic and mechanical equipment associated with video production. Work involves evaluating equipment needs to ensure proper equipment operation and maintenance to maximize system performance and to meet industry and manufacturer standards.

In addition, the work encompasses a range of activities that directly affect the operation of the organization

## II. GENERAL KNOWLEDGE

### General Knowledge / Abilities

#### Technical Skills:

- a. Excellent troubleshooting and problem solving skills are essential. Applicant should be comfortable troubleshooting computer systems at the component level.
- b. General understanding of digital video formats is helpful
- c. Working knowledge of fiber optic distribution systems as well as LAN/WAN/VPN, Video over IP and VOIP technologies is important
- d. Must be able to read technical drawings/documentation
- e. Thorough knowledge of Windows XP/NT/2000/2003 server & workstation, including Active Directory, a must Mac OS & Final Cut Pro experience a plus
- f. Have through knowledge of specific applications, programming and languages, PC & Macintosh LAN systems, hardware or emerging technology applications.
- g. Sets up and configures systems, equipment and software; implements backup and recovery procedures considering user requirements and technical constraints.
- h. Have through knowledge of HTML, PHP, ASP and other web languages. Working knowledge of HTML applications.

#### Non-Technical:

- a. Must be well organized, detail oriented and possess excellent skills (both written and verbal)
- b. In addition to working well independently, must also work well as part of a team
- c. Ability to work well with people at all levels, professions and disciplines
- d. Provides assistance and guidance to users of specific operating systems, software packages or hardware.
- e. Assists with the analysis of data processing requirements to plan systems that will provide system capabilities required for projected work loads, and assists with planning layout and installation of new systems or modifications of existing systems.
- f. Provide written documentation that includes new systems requirements, modifications to existing systems, changed requirements of system updates, and new versions of software applications.
- i. Perform other duties as assigned.

## III. Requirements

Five years of television broadcast maintenance experience, including two years of supervisory experience and a bachelor's degree in electronic or communications engineering. Other combinations of experience and education that meet the minimum requirements may be substituted.

Experience and or degree in computer science or a related field from an accredited college or university and/or certifications in specific programming languages or operating systems a plus.

Excellent familiarity with areas of programming, systems analysis, computer operations, data control and preparation, and Video/IT integration. Working knowledge of television production and of workflow paths for broadcast to the internet.

#### **IV. Basic competency**

- Knowledge of Television operating systems, including a basic understanding of desktop applications, departmental programs, server administration, network administration, and mainframe operating systems and their applications in order to assure continual, uninterrupted operation of computer systems and equipment.
- Must be able to lift up to 50 pounds.

#### **IV. Working Conditions**

The Engineer is required to be present (assigned up to 19 hour per week) as scheduled by the Director of Operations. DCTV operating hours is as follows: 1:45 pm to 10:15 pm Monday through Friday, and 9:45 am to 6:15 pm Saturdays and most holidays.

Promptness and reliability to be on site as scheduled and available to serve staff, and carry out the activities of the organization is essential.

**ALL APPLICATIONS MUST BE RECEIVED BY March 11, 2011 5PM EST**

**Send Cover Letter, Full Resume:**

Human Resources  
Public Access Corporation of DC  
901 Newton Street, NE  
Washington, DC 20017  
[bthomas@dctvonline.tv](mailto:bthomas@dctvonline.tv)