

COMMUNICATION CENTER SPECIALIST

KIND OF WORK

Professional work in the design and delivery of audio programming for the visually handicapped.

NATURE AND PURPOSE

An employee in this class is responsible for the design, preparation and delivery of written materials used in radio programming, new releases and public information articles. Responsibilities include presentation of broadcast materials via the Radio Talking Book Network and direction of activities assigned to volunteer broadcasters. Employees in this class are expected to function with minimal supervision under the direction of a Communication Center Supervisor who is responsible for overall program content.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Selects, edits and prepares news broadcast materials.

Designs format and content for original radio programs.

Conducts on-site interviews and performs in radio skits/play.

Writes news releases and articles for Services for the Blind publications.

Assigns work activities of Radio Talking Book Network broadcast volunteers.

Assists in training new employees in radio broadcasting activities.

Prepares tape recordings of materials for future broadcasts.

Broadcasts recorded and live radio programs.

Operates radio control board and audio recording equipment.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge and skill in written and oral communication.

Considerable knowledge of writing requirements for news publications and radio programs.

Considerable knowledge and skills in literature, vocabulary, and pronunciation.

Knowledge of audio broadcasting regulations and procedures.

Ability to:

Train and evaluate assistant broadcasting staff.

Establish and maintain effective working relationships.

Operate audio broadcasting and recording equipment.

Read written material distinctly with a minimum amount of error.

Est.: 1/22/81
Ckd.: 8/92

T.C.:
Former Title(s):