



Division/Department:	WCLF
Location:	Headquarters office in Largo, FL
Job Title	Master Control Operator Full-Time
Reports to	Network Operations Control Manager
Wages:	Base Salary: \$17/hr

Level/Grade	Type of position:	Hours: 40 / week
	☒ Full-time	☐ Exempt
	☐ Part-time	☒ Nonexempt
	☐ Contractor	Monday – Friday 4pm – 12am
	☐ Intern	

General Function:

Master Control Operator has a pivotal role in maintaining our signals nationwide. You will work closely with the IT and Engineering departments in preserving clean and strong transmissions throughout the network.

Essential Duties and Responsibilities:

1. Understand the vision and goals of the organization.
2. Monitoring multiple feeds from all stations and inspecting all feeds for Quality Audio and Video at the completed path.
3. Review daily tasks on your shift and complete them in a timely and professional manner.
4. Documentation is required for all discrepancies, reports and logs assigned to the analyst. Communicate with detailed and concise phrasing when issues arise.
5. Maintain Security procedures that rely on 24/7 NOC analysts to monitor. This includes but is not limited to, granting access to the door and gate at WCLF as needed.
6. Maintain Prayer line schedule when prompted in a timely and professional manner.
7. Maintain Server schedules throughout the network. Looking for mistakes that may cause a station to go off the air and fixing them or communicate the issue to someone who can fix the issue if you cannot.
8. Take corrective and proactive action to resolve problems or report problems to Engineers. Communicate in a timely manner any issues that arise during your shift with Engineering/IT that are mission critical and help in any way to resolve the issue immediately.

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10. Any other need or responsibility that may come about when future projects/technologies are implemented.
11. Maintain a professional attitude and respect fellow employees time by being punctual.

Education Requirements:

High School Diploma or GED required, supplemented by vocational or technical training in broadcast or a related field; supplemented by two years of experience in broadcast or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Florida driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position. Requires skill in operating and maintaining electronic, computer, networking, mechanical, and broadcasting systems and equipment. Requires knowledge of FCC regulations and Professional Broadcast Industry Standards. Ability to read and understand schematics, CAD drawings, and technical manuals.

OTHER:

- Must be a born again Christian and attend a Bible believing church.
- Must be able to multitask.
- Critical thinker and problem-solver.
- Works well with a team.
- Organized and self-motivated.
- Excellent time management.

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment: Requires the ability to operate, maneuver, and/or control the actions of the equipment

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

REVIEWED BY	Ashley McClain	<i>Title</i>	HR Generalist
APPROVED BY	Yolanda Morris	<i>Title</i>	President
DATE POSTED			
DATE HIRED			