DIGITAL LIBRARY ASSISTANT

DEFINITION

Assists in the traffic and programming functions of KLCS programs by maintaining the digital library, labeling digital media, ingesting digital content, reviewing logs to confirm accuracy, and entering and maintaining data in a database.

TYPICAL DUTIES

Organizes, classifies, and coordinates digital media, programs and metadata content.
Duplicates or makes arrangements for the duplication of digital media content.
Labels digital media content with identifying information.
Double-checks digital content identification to prevent metadata errors on-air.
Procures approved alternative digital video assets when replacements are needed.
Verifies the availability of digital content in anticipation of daily broadcast schedules.
Ensures that information in the daily broadcast operations log is accurate by reporting digital media discrepancies and making corrections.
Advises the Multicast Traffic Coordinator, Television Programming Associate, or other appropriate person if digital content integrity is poor or corrupted.
Answers a variety of questions from viewers on source of program content and availability of copies.
Contacts suppliers or appropriate television station for content procurement.
Relays information regarding the digital library and broadcasting materials to television station staff.
Inputs program offers and metadata into a database.
Prepares records for satellite feeds.
Compiles daily program logs by entering information such as broadcast start times, lengths, titles, and event numbers of programs.
Generates program logs and reports on available special and instructional television programs using office computer or other peripheral equipment.
Assists with the delivery of media content and equipment.
Provides Master Control with program and metadata content that are scheduled for broadcast.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Digital Library Assistant assists traffic and programming functions by helping maintain the digital library and archive, reviewing the accuracy of information in the broadcast operations logs, labeling media content on a computer server, obtaining and retrieving program data, and maintaining KLCS's digital library and video archive and scheduling programs for air.

A Multicast Traffic Coordinator is responsible for the production and accuracy of KLCS-TV/DT analog and digital channel program logs, the scheduling and tracking of satellite operations, maintaining and integrating server based data, and ensuring continuity of broadcast.

SUPERVISION

Supervision is received from the General Manager, KLCS or Director of Programming and Operations. Work direction may be received from the Multicast Traffic Coordinator or Television Programming Associate.

CLASS QUALIFICATIONS

Knowledge of:

Digital/media library procedures and organization
Media duplication procedures
Punctuation, spelling, grammar, proofreading, and editing
Computer applications such as word processing, spreadsheets, database, email and graphics software programs

Ability to:

Effectively organize library materials
Learn to input data, maintain a computerized data base, and generate reports
Resolve routine problems independently
Accurately check records, logs, and labels for complete and accurate information
Work effectively and cooperatively with employees and the public
Relay information clearly and effectively
Understand and calculate military time and national time zones
Obtain and impart information tactfully and accurately
Make sound decisions and work under pressure in meeting deadlines
Operate a computer and associated peripheral equipment

Special Physical Requirement:

Safely lift items weighing up to 45 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. College level courses in television broadcasting are preferable.

Experience:

Six months of experience in inspecting, storing, issuing, cataloging, shipping or receiving broadcast digital media and equipment. Experience with broadcast management systems is preferable.

Special:

A valid California Driver License.
Use of an automobile.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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