Broadcast Information Technology Manager  
Classification: 81280 MEDIA PROGRAM SUPERVISOR  
Educational Communications Board  

Position Summary  

This position’s primary responsibilities are:  
  • Administration of the information technologies (IT) component of all ECB’s broadcast and networking infrastructure. This includes responsibility for the administrative planning, budget, design, construction, operations, and maintenance of all broadcast IT and networking systems, along with the supervision of personnel who operate and maintain these systems.  
  • Security of ECB’s considerable broadcast-related networking and IT infrastructure.  
  • Management of construction projects and associated delivery systems within the Engineering & Operations Division, with an emphasis on interconnect, delivery infrastructure and the Operations Center.  
  • Supervision of ECB’s Broadcast IT and networking team and classified ECB IT personnel.  

This position reports to the Engineering Division Administrator. Work is performed under general supervision.  

Goals and Worker Activities  

40% A. Broadcast Networking and IT Management  

1. Design, specify, acquire, implement, upgrade, and manage the networking and IT components of all ECB’s broadcast network facilities, systems and equipment that support the enterprise’s broadcast function.  
2. Provide professional guidance and consultation to agency management on the development, acquisition, integration, and use of cost effective information technology systems for broadcast delivery, automation, and alarm and control.  
3. Act as ECB’s point of contact with organizations and entities responsible for the IT network infrastructure used in support of ECB’s broadcast function.  
4. Develop capital and operating budget recommendations pertaining to Broadcast IT-related systems, facilities, and equipment.  
5. Maintain Cisco Certified Network Professional (CCNP) or higher certification.  
6. Develop key people in the day-to-day management, operation, updates, and upgrades of ECB’s broadcast-related IT infrastructure.  
7. Provide network security recommendations as necessary to protect ECB’s broadcast IT infrastructure.  

35% B. Administration, Supervision and Maintenance
1. Oversee all administrative planning, budgeting, design, construction, operations, and maintenance related to the following programs:
   I. Statewide Broadcast Interconnect
   II. Statewide weather radio interconnect
   III. Statewide remote control system and interconnect, including:
      i. Tower light compliance monitoring
      ii. Transmitter remote control
      iii. Physical systems remote control
      iv. Remote site security
   IV. Statewide AMBER/EAS interconnect
   V. All microwave systems statewide
2. Develop Broadcast IT unit roles and responsibilities.
3. Represent Wisconsin Public Broadcasting with civil, professional, and positive actions and demeanor.
4. Supervise ECB Broadcast IT staff.
5. Supervise ECB classified IT staff.
6. Schedule, assist, support, and review Broadcast IT staff technicians in all areas of responsibility.
7. Direct and assist others in the development of maintenance schedules and procedures needed to comply with FCC rules and regulations and ECB policy.
8. Develop training programs and supervise training of subordinate staff.
9. Implement agency EEO/AA policy goals and objectives.
10. Assure a workplace free of harassment and discrimination.
11. Be responsible for after-hours coverage of all IT-supported systems by responding to after-hour situations as needed, or assigning standby shifts or on-call shifts to IT technicians as approved by the Division Administrator.
12. Cooperate with the Director of Field Engineering, Operations Center Manager, and Regional Technical Managers in developing contingency plans and for routine and emergency maintenance in all technical regions of Wisconsin
13. Observe all industry-standard and ECB health and safety procedures and guidelines.
14. Lead by example in demanding a high level of organization and cleanliness at facilities of responsibility.
15. Supervise and assign others to supervise the work of outside contractors.
16. Direct and assist others with IT and infrastructure technical documentation.
17. Coordinate and develop software/firmware configuration control practices and policies.
18. Manage and develop IT integration test and delivery protocols for state wide dissemination.

20% C. Project Management
1. Manage all broadcast IT-related projects.
2. Provide IT/infrastructure direction for all Field and Center IT-related projects.

5% 5. Other duties and activities as required and assigned.

Knowledge, Skills and Abilities Required

Extensive knowledge of:
- IT and networking standards as they pertain to broadcast infrastructure, systems and equipment.
- Thorough knowledge of current LAN/WAN architectures, Client/Server technology, distributed database and data communications technology and capabilities.
- Considerable knowledge of telecommunications systems and technology
- Network security best practices.
- Windows and Linux Server Administrator
- Basic Programming skills for Python, Bash, and PLC ladder logic.
- Project management best practices.
- Industry standard safety and security procedures and practices as applied to broadcast facilities.

Knowledge of and ability to apply:
- NEC and NFPA rules and regulations
- Advanced leadership, supervision and management skills and abilities
- Experience in strategic planning and execution
- Budgeting, planning, and purchasing processes and procedures
- Ability to provide effective, clear and accurate written and verbal communications
- Ability to provide clear, concise, and effective technical training
- Ability to maintain effective working relationships with other professionals internal and external to the organization
- Knowledge of STAR/PeopleSoft
- Ability to work on multiple tasks simultaneously and independently
- Strong ability to lead in a team environment
- Ability to perform complicated tasks under time pressure

Special Requirements
- This position requires a variable, non-traditional work schedule including some nights and weekends.
- This position requires frequent in-state travel.