

Title: Chief Technology and Facilities Officer (CTO)
Reports to: President & CEO
FSLA Status: Exempt
Version: 1.5

The Chief Technology and Facilities Officer serves as principal radio frequency engineer, broadcast and IT and facilities management leader of a broad-based public media organization that delivers television, radio, print, online, and digital content. Directs the strategic design, acquisition, management, and implementation of an enterprise-wide technology infrastructure. The Chief Technology and Facilities Officer (CTFO) of Alaska Public Media is responsible for all the technology related matters in the company like formulating technology visions and incorporating them in the technological developments AKPM.

AKPM is the source of PBS television, NPR radio, and stewards the statewide AKPM News network.

Essential Functions:

The Chief Technology and Facilities Officer will:

- Develop a broadcast plan and maintain technology standards for TV broadcast, radio, IT infrastructure, web platforms, and digital streaming.
- Direct the activities necessary to keep the technology infrastructure running seamlessly, efficiently, and effectively while ensuring compliance with established standards and policies.
- Set standards for the technological development in the company and leads staff towards its fulfillment.
- Identify, recruit, hire, and lead a creative and talented professional team for achievement of targets.
- Guide and support the staff of the company in all technological functions of the company.
- Develop technological workflows in collaboration with department heads to ensure efficient, high quality, and cost effective outcomes for broadcast and digital audio, video, and streaming.
- Interact with the other departments of the company and ensure that all the infrastructure related to software and hardware are in good working condition.
- Oversee all the IT related issues of the company like computers and servers.
- Manage, design, operate and maintain TV and radio transmitting facilities, assuring safe and compliant operations.
- Manage broadcast and office IT systems and policies.
- Be able to codify and implement technical policies and procedures for the company, assuring a safe and efficient environment for the station and its employees.
- Have the requisite skills to manage and perform analysis and maintain high-power RF

- systems, microwave systems, computer network systems, and remote control systems.
- Be able to manage digital editing systems, field acquisition systems and support production.
- Apply industry standards and practices; interpret and implement FCC rules and regulations.
- Work with the community, peers, management and board to assure that the company continues to operate in the public interest.
- Compliance reporting for FCC, NAB, PBS, NPR and CPB membership requirements.

Duties and Responsibilities:

In addition to the above functions, the Chief Technology and Facilities Officer will:

- Direct and manage Engineering, Information Technology and Facilities contractors and staff.
- Assure the safety of the staff, contractors and the public at or around all company facilities.
- Serve as a member of the leadership team, working collaboratively with other managers.
- Provide oversight for planning, developing, and managing complex real time computer systems and networks. Performs routine evaluation and maintenance of IT systems, including database maintenance.
- Organize and manage complex technical projects to build or maintain broadcast infrastructure.
- Develop and monitor yearly Engineering, IT, and Departmental Operations budget.
- Develop and manage yearly capital expenditures budget.
- Ensure maintenance of engineering and operations logs and reports.
- Make required FCC filings and maintains appropriate records.
- Develop grant proposals for needed equipment and manages grants within approved limits.
- Responsible for safety and regulatory compliance for entire operation.
- Set up and operate unattended control room and transmitter environment.
- As part of a team, does contingency planning necessary to keep systems on line in all situations.
- Physical plant system design, operation and maintenance, including AC and HVAC.
- Operate the stations in compliance with the FCC rules, safety regulations and company policies.
- Lead and/or provide RF broadcasting engineering services to other organizations as may be required.
- Perform other work as directed.

Required Qualifications:

- Bachelors degree in Engineering, Computer Science and/or related technical degree, plus exceptional commensurate experience.
FCC General Radio Telephone License and/or commensurate SBE Certification.
- Advanced degree in a related area and/or at least 15 years of experience in the broadcast RF technology field.
- Seven to ten years of management experience in a progressively complex RF broadcast technology environment.
- Demonstrated leadership experience in upgrading, managing, and maintaining computer network and information technology systems in a complex RF technology environment.
- Demonstrated ability to manage complex technical projects, personnel, finances, and resources.
- Excellent communication skills and negotiation skills.
- Excellent leadership and management skills.
- Excellent organization skills.
- Ability to think creatively in order to devise new plans for the company.
- Ability to manage time well.
- Good interpersonal and public relations skills.
- Ability to keep in touch with the latest developments in the field of technology and implement them for the company.
- Professional written and oral communication skills.

Desired Qualifications:

- Demonstrated expertise in a variety of the field's concepts, practices, and procedures.
- Supervision of digital satellite systems operation; digital microwave operation, high power RF design and maintenance.
- Computer network design and operations; technical database management and reconciliation.
- Leadership of a multi-station and/or multi-ownership broadcast facilities.
- Design and operation of high performance television editing systems.
- Design and installation of analog and digital systems associated with radio operations.
- Project management including the application of internal, external and contracted personnel, detail timeline management, and budget administration and review.
- Facility interconnection including signal type and routing, bypass and restore systems; microwave and fiber interconnection; etc. Implement and modify system documentation as required.

Allowable substitution

If necessary, alternative combinations of education and experience will be evaluated by the Human Resources Office for comparability.

Competencies:

- Act in accordance with AKPM policies.
- Support AKPM compliance efforts with FCC, CPB, NPR and PBS rules and regulations
- Communicate effectively.
- Apply critical thinking and problem solving skills.
- Maintain positive relationships with both internal and external customers.
- Demonstrate consistent outstanding customer service.
- Proficient at computer use to include office software products, custom software packages, internet and e-mail.
- Consistently demonstrate ethical behavior.
- Must exercise good judgement for the prompt completion of responsibilities.

Employee Expectations:

Must be able to work in a constantly changing environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands while seeking supervisory assistance as appropriate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is regularly required to stand, walk and sit; use hands to handle or feet; reach with hands and arms; talk and hear. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 40 pounds.

Work Environment:

The work environment characteristics described here are typical of a television/radio broadcast office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

Alaska Public Media is an equal opportunity employer.

I, _____ have received a copy of this job description _____.
(Print Name) *(Date)*

Employee signature _____