



NEVADA LEGISLATIVE COUNSEL BUREAU INFORMATION TECHNOLOGY SERVICES UNIT SESSION BROADCAST TECHNICIAN

Position Description

The Legislative Counsel Bureau (LCB) is seeking qualified candidates for the position of Session Broadcast Technician. This is a temporary session position for the 2023 Legislative Session and may begin after July 1, 2022 and end on or before June 30, 2023. The LCB is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature. The Broadcast and Production Services (BPS) group works within the Information Technology Services (ITS) unit of the LCB. This position reports to a Control Room Supervisor within the BPS team.

The BPS team provides various services related to the technical operation, installation, and maintenance of audio and video systems, computer network infrastructure, telephone and in-house television systems, camera control and operations, security and life-safety systems, and the production, editing, duplication, and storage of various forms of electronic media. The successful applicant will be willing to learn new things, accept challenges, and maintain a professional demeanor.

Responsibilities

Broadcast Technicians may perform duties across various specialized areas (e.g., remote videoconferencing support, camera operations, fiber installation and repair, and maintenance of communication systems) depending on the needs of the agency. The candidate who fills the position will function in a training capacity and learn to perform the duties described below. This candidate will operate in a fast-paced, demanding work environment that requires total customer satisfaction.

Job responsibilities may include but are not limited to:

- Operating high-end audio/visual equipment in order to produce live coverage of Assembly and Senate proceedings, including robotic cameras, digital audio mixers, text generators, archive software, and videoconferencing equipment;

- Operating and providing live technical support for web-conferencing platforms to facilitate remote participation in Assembly and Senate proceedings for members of the Legislature, staff, and the public;
- Operating audio/visual equipment such as cameras, audio equipment, production lighting, laptops, video projectors, and teleprompters in order to support press conferences and photo/video shoots;
- Producing, editing, and duplicating video content;
- Operating, fabricating, installing, calibrating, programming, maintaining, repairing, and modifying communications systems and equipment;
- Providing limited diagnostics related to equipment malfunction; and
- Other related duties as required.

Qualifications

The successful candidate will have the following minimum qualifications or an equivalent combination of education and experience:

- High school diploma or general education development (GED) credential;
- Basic computer skills (Windows 10, Office 365, search engines, etc.);
- Strong written and oral communication skills; and
- Ability to lift 40 lbs with or without a reasonable accommodation.

Knowledge and Skills

The ideal candidate will be self-motivated, adapt quickly to changing priorities, and thrive in a fast-paced, demanding environment. Experience in audio/visual equipment and software, live production, broadcast journalism, and public sector/legislative bodies is preferred.

Salary and Benefits

The salary for this position is based on a Grade 25, which has an annual salary of approximately \$34,305 to 49,652, based upon the employee/employer paid retirement option. Actual salary will depend on qualifications and experience. Employees receive the same benefits available to state employees generally, including paid annual leave, paid sick leave, health insurance and retirement benefits.

An explanation of the retirement options and information regarding state retirement benefits may be accessed at www.nvpers.org. A description of the current health, vision and dental benefits available to all employees may be accessed at <https://pebp.state.nv.us/Other> optional benefits are available, included a deferred compensation program.

Working Environment

The offices of the LCB are mostly based in Carson City within and adjacent to the Legislative Building. In addition, the LCB maintains offices in the Grant Sawyer Office Building in Las Vegas. This is a hybrid position that may require both on-site attendance as well as remote work from

home depending on the needs of the BPS team. The Legislative Building shares grounds with the State Capitol, providing a beautiful and pleasant work environment. Carson City and the surrounding areas offer an array of housing options. In addition, Carson City is surrounded by the beautiful Sierra Mountains which offers world class skiing and golfing as well as hiking, biking, and various other outdoor activities and cultural events, not to mention an average of over 320 days of sunshine each year.

The LCB works in a legislative cycle comprising 120 days of session that occurs every two years with the period in between being called the “interim.” During the interim, extended hours of overtime may be expected for preparation of the next session. During Session, extended hours of overtime are required, and a flexible schedule is also required to allow the LCB to provide high customer service to the Nevada Legislature both after hours and on some weekends.

Application Process

Applicants are required to have a background check and any offer of employment is conditional pending the results of the background check.

All applicants must submit an LCB Employment Application which is located at <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/admin-division-broadcast-and-production-services> . Applicants are also encouraged to submit a cover letter and résumé with references. Applicants are encouraged to submit the application as soon as possible since the position may be filled at any time. Applications may be submitted by email to LCBHR-Employment@lcb.state.nv.us, or may be mailed to:

Legislative Counsel Bureau
Attn: Ken Kruse, Human Resources
401 S. Carson Street
Carson City, NV 89701-4747

The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, age, sex, sexual orientation, gender identity or expression, disability, pregnancy, domestic partnership, political affiliation, genetic information (GINA), or compensation history, or any other characteristic protected by applicable law. The Legislative Counsel Bureau will not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation.

(Revised 8/8/2022)