

City of Dallas
Classification Specification

Title:	Radio Announcer	Class Code:	74022
Application:	Single Classification	Pay Grade:	E
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Classification:	Exempt	Revised:	01/01/09

Position Purpose

Plays and announces classical music programming, news information and promotional spots to provide the community with an enjoyable listening experience.

Essential Functions

1. Plays and announces pre-selected classical music, programs and commercial advertisements for the listening audience; announces call letters and identifies station to comply with Federal Communications Commission (FCC) regulations.
2. Monitors output of Associated Press (AP) machine and broadcasts appropriate news and weather information to keep listening audience informed.
3. Operates audio control console and other broadcast equipment.
4. Logs each musical selection played for completion of monthly reports and maintains FCC daily operations log according to procedures .
5. Makes programming changes as needed to accommodate time constraints and errors on music log; chooses musical programming for selected time slots.
6. Operates studio recording equipment to record materials and mix sound such as voices, music and special effects.
7. Researches program material to be used in broadcasting to provide information to the listening audience.
8. Writes copy for commercial messages for station's clients; records and produces finished advertising spots for broadcast.
9. Answers listeners' phone calls to provide information about station programming; makes appearances at station promotional events.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Knowledge of classical music.

Knowledge of production and control room equipment and ability to operate equipment correctly.

Knowledge of audio production techniques.

Skill in writing advertising copy.

Ability to relate to the radio audience and develop listener loyalty.

Ability to work independently.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Must have FCC Operators License.

Working Conditions and Hazards

Activities performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.