NASSAU COUNTY SCHOOL DISTRICTS CLASS SPECIFICATION	Title : RADIO ANNOUNCER (Part-Time) Code: 210020 LLA Page : 1 of 1 Non-Competitive

GENERAL STATEMENT OF DUTIES
Under general supervision, is responsible for radio announcing of educational, cultural and sporting events; performs related duties as required.

COMPLEXITY OF DUTIES
An employee in this class is responsible for performing work of moderate difficulty and responsibility in radio announcing within the framework of station broadcasting policies. The work requires the use of discretion and independent judgment in the reporting and announcing of various events.

TYPICAL DUTIES
1. Reads prepared continuity and spot announcements.
2. Speaks extemporaneously in the event of an emergency.
3. Announces sporting events, ceremonies and musical concerts.
4. Interviews public officials, celebrities and performing artists.
5. Rehearses and checks the order and timing of assigned programs with station personnel and guests.
6. Assists in writing continuity, editing and preparation of special material.
7. Keeps necessary records and makes required reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES
1. Knowledge of techniques, methods and practices of radio announcing.
2. Knowledge of good interviewing techniques.
3. Knowledge of station broadcasting policies and practices.
4. Ability to announce events in an objective manner.
5. Ability to arrange material to insure smooth sequence of program presentation.
6. Ability to speak extemporaneously in the event of an emergency in order to maintain program continuity.
7. Ability to speak with a well-modulated and pleasant voice and to use good diction.
8. Ability to keep records and prepare reports.

MINIMUM QUALIFICATIONS
Training and Experience
Bachelor's Degree from a recognized college or university and one year of recent full-time experience as an announcer for a regularly operated radio or television broadcasting station or
High school and five years of experience as described above.

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