TECHNOLOGY SPECIALIST Job Description
Full-Time, Hourly Position (non-exempt)

The Technology Specialist is responsible for the implementation and maintenance of the organization's online presence, technology systems and provides general support for Dakota Media Access (DMA), and its departments' (Government & Community Access, Radio Access 102.5 FM, Dakota Film Festival) productions, and special projects.

RESPONSIBILITIES

- **New Technology –**
  o Contribute to the research and development of strategies for implementation of new technology within the DMA mission for administration (office systems, communications, networks), media distribution (online streaming, television, radio) and production (pre/post, on-location, studio, live, government meetings).
  o Contribute to determining appropriate architecture and other technical solutions and make relevant recommendations to streamline workflow processes and/or achieve cost efficiencies.

- **Cyber Security/Surveillance –**
  o Oversee implementation of cyber security and provide training for staff as needed.
  o Document and maintain online account information, usernames, and passwords.
  o Maintain surveillance camera system.
  o Maintain WiFi system.

- **Online Presence –**
  o Develop, maintain, and update websites, domain names, and social media sites to incorporate new features and functionality and contribute to appropriate redesigns.

- **Storage and Backup –**
  o Oversee system storage and conduct regular backup for databases, files, websites, and programs.

- **Technology Inventory –**
  o Research, purchase, and maintain inventory and records of office, production, and master control equipment.
  o Assist and collaborate with production staff in acquisition and maintenance of production equipment and inventory.
  o Identify obsolete equipment and execute disposal, reuse, or resale options.

- **Hardware/Software Upgrades –**
  o Execute and oversee all computer system hardware/software upgrades.

- **Technical Support –**
  o Respond to technical problems and implement solutions.
  o Monitor and maintain quality and delivery of programs via online, cable channels, and radio transmission.
  o Assist with operation of playback and master control system, digital message systems, and recording of Government Meetings.

QUALIFICATIONS

Knowledge of:

- Apple and Microsoft operating systems, servers, and directories
- Networking – switches, routers, wireless access points (Aruba), power-over-ethernet (PoE), Local Area Networks
- IP Addressing
- Virtual Machines
- Firewalls
- Website configuration, FTP, and Domain Name System (DNS) management
- Network Attached Storage Systems
- RAID and Backup Software
- Ability to climb ladders, and lift and carry items/equipment weighing 50 pounds
- Eyesight, hearing, and manual dexterity sufficient to operate electronic devices, computers, and video equipment.
- Strong problem-solving and organizational skills and the ability to troubleshoot technical issues independently.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the skills and knowledge required to qualify will be considered. Desirable education includes technical school, college-level study or background in Computer Information Systems, Cybersecurity, or related field.

SCHEDULE / HOURS

The position requires scheduling flexibility and the ability to work evenings (1-3 weekdays until 8:00 pm), occasional weekends, or during special events or to meet deadlines.

COMPENSATION AND BENEFITS

Position is non-exempt, hourly. Starting wage range $24.00 to $32.00 per hour, DOE. Paid Time Off (PTO) and holidays, single health plan, Simple IRA, and supplemental Insurance is provided for full-time employees working 40 hours per week.

APPLICATION AND SELECTION PROCESS

To apply, email a resume and completed application form to info@freetv.org. Qualified candidates will be invited to an interview. The position will be open until filled.

DAKOTA MEDIA ACCESS (DMA)

DMA is an award-winning, non-profit community media organization which serves the Bismarck and Mandan area by managing the production facilities, equipment, programming, and distribution systems for the area's public, educational, and government media needs. DMA operates Community & Government Access streaming platforms and cable channels, Radio Access 102.5 FM Radio, the Dakota Film Festival, and the Community Media & Training Center. For more information on DMA, visit our web site at FreeTV.org.