



## JOB DESCRIPTION

**Job Title:** Chief Technology Officer  
**Classification:** Full-Time, Exempt  
**Location:** Appleton, Wisconsin  
**Reports to:** Chief Executive Officer

### Overview:

The Chief Technology Officer will take a lead role in all technical aspects of The Family Radio Network and will design, install, maintain and repair a reliable technology infrastructure to enable The Family to fulfill its mission through radio, digital and future channels.

### Faith-Based Expectations:

- Uphold and abide by The Family Radio Network, Inc.'s Mission, Vision, Core Values, and Doctrinal Statements and Beliefs.
- The Chief Technology Officer will have a personal relationship with Jesus Christ.
- The Chief Technology Officer is expected to be actively involved in a local church.

### Primary Responsibilities:

- Knowledge and ability to install, maintain, repair and upgrade broadcast equipment consisting of, but not limited to FM transmission systems, studio equipment, radio towers, satellite equipment, consoles, computer automation systems, audio processing and associated equipment to ensure reliable, legal and stable technical performance meeting good engineering practice standards.
- Serves as 24/7 on-call engineer and responds to emergency technical problems with stations at any of our locations. May require occasional overnight, weekend and holiday work, as needed.
- Knowledge and ability to troubleshoot audio and RF circuits to the component level utilizing schematic diagrams as needed.
- Knowledge of how to design and construct high-power FM analog, HD, directional and non-directional transmission systems for maximum coverage and clarity of broadcast signals.
- Highly skilled in configuring, troubleshooting, and maintaining radio studio systems including on-air telephone systems, digital audio routing, automation systems and console systems. Knowledge of Wide Orbit and Axia systems are a plus.
- Knowledge of configuration, maintenance and troubleshooting of both analog STL and AoIP systems.
- Maintenance of radio towers, tower lighting systems, de-icing and remote-control systems to keep station(s) FCC and FAA compliant at all times. **\*\* Climbing of towers not required. \*\***
- Routine travel to remote transmitter sites to maintain transmitters, related equipment, and document technical needs including our main studio site.
- Ability to maintain a good working relationship with IT vendor, but also possess a good working knowledge of Windows-based computers, networking, WAN, LAN and internet protocol configurations.
- Ability to describe scope of work, project technical budgetary needs for installations and repairs before implementation.
- Stays informed on industry trends. Evaluate and recommend new technology and software(s) that will be beneficial to achieving the ministry's current and future technology goals while staying within budgetary constraints.
- Maintain EAS systems and work with Chief Operator on EAS/CAP logs in accordance with FCC

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rules and regulations.

- Ability to occasionally lift up to 50 lbs. and work at heights from ladders as needed.
- Assists with technical execution of on-air fundraisers twice a year or as needed.
- Provides occasional on-site technical assistance for station concerts and other special events as needed.
- Other duties as assigned.

**Requirements:**

- Has a personal relationship with Jesus Christ, is spiritually grounded, and knowledgeable of the Bible.
- Maintain confidentiality in all aspects of listener, client, staff, and ministry information.
- Problem solving mentality who offers solutions that fit within ministry guidelines.
- Strategic thinker with ability to manage multiple projects at the same time and assess outcomes.
- Emotionally intelligent and can interact with others well to maintain and grow co-worker, contractor and vendor relationships.
- Strong attention to detail to maintain correct and accurate information and able to troubleshoot errors and issues.
- Committed team player who listens well and who is not afraid to ask for help when needed.
- Strong written and verbal communication skills.
- A self-motivated person with the ability to work with little supervision.
- Proficient computer knowledge using Microsoft Office suite.
- Works well with others, trustworthy, honest, dependable and is passionate about the outreach of The Family.

**Experience and Education:**

- Minimum two (2) years successfully maintaining high-power FM transmission systems resulting in legal and stable technical performance meeting good engineering practice standards.
- SBE Certification or ability to obtain within 12 months.

**Supervisory Duties:**

- None, but will coordinate tasks with contract engineers, if needed.

**Other Duties:**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

<b>Physical Demands/Working Conditions:</b>	<b>Continuously (67% - 100%)</b>	<b>Frequently (34% - 66%)</b>	<b>Occasionally (1% - 33%)</b>
Working in usual office environment		X	
Focusing on computer screen for extended periods of time		X	
Keyboard and mouse use for extended periods of time		X	
Communicating clearly (speak) in English	X		
Reading and following written directions		X	
Hearing	X		
Listening	X		
Vision (close, distance & ability to adjust focus)	X		
Using hands/fingers to handle, feel or write with clarity	X		
Sitting or standing for extended periods of time		X	
Driving for work		X	
Driving at night and/or in poor weather conditions		X	
Lifting and/or carry – up to 50 lbs.			X
Pulling and/or pushing		X	
Walking		X	
Walking on uneven ground			X
Reaching with hands and arms	X		
Stooping, Kneeling, Crouching or Crawling			X
Climbing stairs		X	
Climbing ladders			X
Exposure to outdoor conditions		X	
Working overtime hours as required			X
Working in confined places		X	
Being exposed to excessive noise			X
Travel within Wisconsin (away from primary work location)		X	

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## Application & Resume:

- Submit the online application here: <https://www.thefamily.net/careers/current-openings/>
- Upload Cover Letter
- Upload Resume