

Coordinator III – Vegas PBS Compliance and Recruitment

Position Details

Job Code: U7402

Reference Code: A488

Division/Unit: Vegas PBS

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to ensure diversity, broad recruitment, and compliance for the broadcast Station Employment Unit (SEU) under the rules of the Federal Communication Commission (FCC), the Corporation for Public Broadcasting (CPB), Clark County School District (CCSD), and collective bargaining agreements (CBA) for administrators and support professionals. This position is responsible for advising station management in interpreting and applying FCC/CCSD and CBA rules and regulations regarding personnel, hiring policies, for management and staff; and providing support for the Southern Nevada Public Television (SNPT) Board and committees applying CPB's rules and regulations as they pertain to Open Meeting Laws (OML) and mandatory web postings for the station. This position reports directly to the Director of Finance, Vegas PBS.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Interprets and ensures compliance with FCC rules and regulations as it relates to the hiring process by participating in webinars, referring to current materials, and conferring with station FCC attorneys and handbooks.
 2. Interprets and ensures compliance with CCSD rules and regulations as it relates to the hiring process.
 3. Prepares, plans, coordinates, and implements broad recruitment for all positions at Vegas PBS to reach a broad and diverse market; places ads with targeted media; maintains and updates recruitment sources, email listings, web postings, and coordinates and attends job fairs.
 4. Coordinates and participates in the screening and interview process; coordinates the final selection of station employees, interns, and temporary workers.
 5. Prepares, submits, and ensures the accuracy and filing of the FCC/Equal Employment Opportunities (EEO) report and the FCC's biennial ownership report for the Licensees (Clark County School District Board of School Trustees).
 6. Plans, coordinates, and implements an ongoing employee onboarding process and employee recognition program designed to create common values among all employees.
 7. Coordinates with departments across the station to track and ensure compliance with CPB's Station Activities and Benchmarking Survey report.
 8. Tracks and ensures compliance with CPB's rules and regulations as they pertain to OML and mandatory web postings for the station.
 9. Provides information to the Director of Finance and the President regarding personnel issues, FCC/EEO issues, complaints, and investigations.
 10. Prepares and submits board items, legal documents, contracts, and communication for CCSD Legal Counsel, Board of Trustees, FCC Attorneys, and Union Representatives.
 11. Oversees the preparation of cross-departmental accountability reports for the CPB, CCSD, SNPT, donors, and the general public.
 12. Acts as the primary liaison for the SNPT board and its councils, meetings and retreats; identifies and prepares reference and background materials for SNPT meetings.
 13. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of FCC/EEO rules and regulations as they pertain to recruitment and hiring.
2. Knowledge and understanding of Station and CCSD policies, regulations, procedures, and standards.

3. Knowledge of Nevada and CPB OML and certification requirements.
 4. Ability to apply diplomacy, judgment, leadership, and problem solving.
 5. Ability to utilize strong verbal, written, analytical skills and the ability to interact effectively with all types of personalities and all levels of employees.
 6. Ability to communicate effectively both verbally and in writing.
 7. Ability to manage multiple projects and responsibilities simultaneously.
 8. Ability to develop and track project timelines and prioritize accordingly.
 9. Ability to work independently, with little direct supervision as well as work as part of a team; meet deadlines; deal with difficult individuals while maintaining composure.
 10. Ability to work cooperatively and effectively with colleagues; school and administrative personnel; and representatives of the community, state and federal organizations or agencies.
 11. Ability to recognize and report hazards and to apply safe work methods.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university; or, Currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

1. Satisfactory service in corresponding or related positions or have previously demonstrated five (5) years of successful supervisory experience related to the administrative position.
2. Successful performance in the position held at the time of application.

Preferred Qualifications

Five (5) years successful, progressively responsible professional experience in personnel management, FCC/EEO and CPB rules and regulations, and the coordination, development, and implementation of procedures and processes.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Created: 10/30/24