CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

VEGAS PBS MEDIA/LIBRARY SPECIALIST
Class Code: 3122
Job Family: Broadcast/Communications
Classification: Support Staff
Terms of Employment: Pay Grade 47 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under immediate supervision of the Vegas PBS Traffic Supervisor, performs a variety of duties related to the broadcast and record logs of multiple Vegas PBS channels, including broadcast, noncommercial cable, and instructional television in the classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Organizes media library files.
2. Maintains the physical environment of the library by regularly cleaning out the server, archiving content that is not needed in the immediate future, and deleting content that is no longer needed or that has expired.
3. Inventories all digital assets, assuring that scheduled content is available and ready for broadcast by the broadcast date.
4. Updates programming and traffic software on daily basis.
5. Inspects and verifies delivery and shipping documents and updates record of items to be ordered from or sent to other public television stations, as needed.
6. Generates broadcast logs for multiple channels, assigning media, and scheduling live programs.
7. Indexes media files received, as appropriate and checking media and total running times (TRT) in multiple locations to verify accuracy of data.
8. Assists membership and engineering departments with pledge programming, preparing segments for broadcast, etc.
9. Assists Vegas PBS employees in the use of media library resources.
10. Assists with data entry for Nielsen eNames for all measured broadcast channels.
11. Provides assistance in locating materials and equipment.
12. Conforms to safety standards, as prescribed.
13. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:
Involves assisting in all clerical and instructional activities associated with the operation of a media library.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Ability to interpret and apply oral or written instructions.
2. Ability to perform several tasks and determine priorities.
3. Ability to learn and apply established procedures.
4. Ability to perform routine record keeping.
5. Ability to operate a variety of standard school/office equipment and machines.
6. Ability to learn computer software utilized in the media library.
7. Ability to meet predetermined deadlines.
8. Ability to plan and organize work with astute attention to detail.
9. Ability to work flexible hours or shifts.
10. Ability to work cooperatively with employees and outside vendor representatives.
11. Ability to recognize and report hazards and apply safe work methods.
12. Possess physical and mental stamina commensurate with the responsibilities of the position.
POSITION REQUIREMENTS:
Education, Training, and Experience:
1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. One (1) year of clerical experience or a verified keyboarding/typing score of 35 words per minute net; plus,
3. An associate’s degree in related field from an accredited college or university; or,
   Minimum of two (2) years working in media library environment.

KEYBOARDING/TYPING CERTIFICATION MUST FOLLOW SPECIFIC GUIDELINES IN ORDER FOR YOUR APPLICATION OR QUALIFIED SELECTION POOL (QSP) PLACEMENT TO BE CONSIDERED BY THE CLARK COUNTY SCHOOL DISTRICT:  http://ccsd.net/employees/resources/pdf/typing_certification_guidelines.pdf

Licenses and Certificates:
None specified

Preferred Qualifications:
1. Knowledge of Myers Information System’s ProTrack TV software.
2. Knowledge of Nielsen eName software.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Verified keyboarding/typing score of 35 words per minute net, if applicable.
3. College transcript(s), if applicable.
4. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Vegas PBS, Clark County School District facilities --schools and remote locations sites.

WORK ENVIRONMENT:
Strength:  Sedentary/medium - Exert force to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demands:  Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing . Mobility to work in a typical office setting and use standard office equipment.  Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision:  Frequent near and far acuity, and color vision.  Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions:  Climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat.  Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods and constant electrical shock hazards.

Hazards:  Furniture, office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
Various computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.