

# TV Operations Manager

## Position Details

Class Code: 4870

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 59 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under direction, supervises electronic delivery of educational/public television programs for Instructional Television Fixed Service (ITFS) and/or broadcast.

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## Essential Duties and Responsibilities

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

1. Supervises traffic personnel preparing daily station logs and record schedules; coordinates broadcast/ITFS traffic and supervises tape library operations.
2. Develops schedules and timelines to meet broadcast deadlines.
3. Monitors/manages traffic and tape library department budgets.
4. Coordinates traffic staff activities with the production, engineering, and ITV departments.
5. Verifies that program logs conform to Federal Communications Commission (FCC) standards.
6. Supervises discrepancy report reconciliation for broadcast logs and record schedules.
7. Serves as resource person to traffic staff and other Clark County School District employees.
8. Responds to viewer calls/letters regarding scheduling.
9. Provides input for the evaluation of assigned staff.

10. Conforms to safety standards, as prescribed.
  11. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Supervises the electronic delivery of television programs.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of television traffic activities and software programs.
  2. Knowledge of FCC rules and regulations regarding public television traffic.
  3. Ability to plan, organize, and coordinate workloads to meet deadlines.
  4. Ability to establish staff performance expectations.
  5. Ability to supervise and evaluate employee work performance.
  6. Ability to develop and apply operational/work procedures.
  7. Ability to interpret, read, and communicate written/verbal instructions.
  8. Ability to coordinate different groups' activities.
  9. Ability to safely move and relocate heavy objects.
  10. Ability to work cooperatively with employees and the public.
  11. Ability to recognize/report hazards and apply safe work methods.
  12. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Seven (7) years' experience in marketing research, traffic scheduling, television programming, or customer relations; or,  
Bachelor's degree from an accredited college/university in any field, plus three (3) years' experience in marketing research, traffic scheduling, television programming, or customer relations.

## **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) is required at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview, prior to final selection.
3. Safe driving record, which must be maintained for the duration of the assignment.

## **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Transcript(s) from an accredited college/university, if applicable.
  3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  4. Copy of current driving history (dated within six (6) months from date printed) issued by the DMV. Must have safe driving record.
  5. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

CCSD facilities and travel to/from various agencies, businesses, and on-site natural settings.

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## **Work Environment**

### **Strength**

Light/medium – exert force of 10-25 lbs., occasionally.

### **Physical Demand**

Frequent climbing, balancing, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, and feeling. Occasional talking and hearing. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring

devices. Frequent near and far acuity, depth perception, focal length change, and color vision. 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.

## **Environmental Conditions**

Varies from climate-controlled office settings 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.

## **Hazards**

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

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, fax machines, telephones, FCC rules/regulations, contracts, Nevada Revised Statutes, cost analyses, utilization studies, advertising materials, District-issued/personal vehicles, etc.

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## **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**

- Revised: 07/18/23
- Created: 07/31/91