

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

GENERAL MANAGER – VEGAS PBS

Reference Code: A297

Division: Vegas PBS

Classification: Administrator

Terms of Employment: At-Will, Range 47 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position serves as the responsible line and staff administrator for Public Broadcasting Services. This position is directly responsible to the Chief Financial Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Provide general leadership and direction in the administration and operation of Public Broadcasting Service (PBS) in the Clark County School District; supervise the development of public telecasting for the station.
2. Develop mission and goals for the television services operation. Position Vegas PBS as more than a television station-as a valuable institution of learning.
3. Direct the selection, supervision, and evaluation of staff in the public television services operation.
4. Evaluate all services and needs of the television operation in relation to its role with the Clark County School District and community.
5. Represent the District in public television matters in the county, state, and nation, and build relationships in the community and with state and federal legislators.
6. Supervise the development of programs and equipment for external funding by grants-in-aid for public television services operations.
7. Foster a climate for more effective fund raising, a more effective and extensive utilization of PBS in the community and extended areas of coverage.
8. Supervise public relations of public television services within the community.
9. Serve as liaison with the Federal Communications Commission (FCC) regarding FCC rules and regulations controlling the operation of the station; file required periodic information with the FCC and initiate applications to the FCC for permits to make changes and additions to the operation of public television.
10. Serve as liaison to Vegas PBS and all regional and national organizations within the public broadcasting system.
11. Regulate budget and fund expenditures for public broadcasting services.
12. Perform other duties related to the position, as assigned.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university in radio and television or a related field.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

Satisfactory service in a corresponding or related position or have previously demonstrated five (5) years of successful supervisory experience related to radio and/or television station management and fund raising activities.

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

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.