



Director II, Vegas PBS – Recruitment, SNPT Board, and Staff Resource Manager

Position Details

Reference Code: A801

Division: Vegas PBS

Classification: Professional-Technical

Terms of Employment: Step 43 of the Unified Administrative Salary Schedule,
12 Months

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide leadership, 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 Negotiated Union Contracts. This position is responsible for interpreting, advising, and applying FCC/CCSD and Negotiated Union Contract rules and regulations regarding personnel, hiring policies, and disciplinary procedures for management and staff; providing management for Southern Nevada Public Television (SNPT) Board and committees; directing, interpreting, advising, and applying Nevada OML rules and regulations as they pertain to open meeting laws and mandatory postings for the station. This position reports directly to the President and General Manager, Vegas PBS.

Essential Duties and Responsibilities

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

1. Educates Vegas PBS leadership staff; 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. Educates Vegas PBS leadership staff; interprets and ensures compliance with District rules and regulation as it relates to the hiring process.
3. Prepares, plans, coordinates, and implements broad recruitment for all positions at Vegas PBS to reach a diverse market. Places ads with targeted media; maintains and updates recruitment sources, email listings, Web postings, and coordinates and attends job fairs.
4. Sets goals for increasing applicant diversity and identify new diversity recruitment initiatives that will generate a pool of highly-qualified diverse applicants.
5. Maintains and submits year-end Equal Employment Opportunity (EEO) FCC report of station hiring activities and completed community initiatives. Maintains all related materials for the report as they are subject to audit.
6. Fosters existing contacts and establishes new relationships with diversity representatives at schools, university/college organizations, professional organizations, business leaders, etc.
7. Plans, directs, coordinates, and participates in the screening and interview process for all station support professional hires; prepares screening materials and packets for all station interviews, coordinates the final selection of station employees, interns, and temporary workers and completes station process with CCSD Human Resources Division (HRD).
8. Educates Vegas PBS leadership staff and coordinates and participates in the disciplinary process and confidential employee meetings.
9. Prepares, submits, and ensures the accuracy and filing of the FCC/EEO report and the FCC's biennial ownership report for the Licensees (Clark County School District Board of Trustees).
10. Plans, coordinates, and implements an ongoing employee onboarding process to support the mission, vision, and values of the strategic plan of Vegas PBS, in alignment with the strategic plan of the District to create common values among all employees.
11. Plans, interprets, and ensures compliance with Nevada OML rules and regulations and develops and oversees mandatory web postings for the station.
12. Advises the President and General Manager regarding station activities, personnel issues, FCC/Equal Employment Opportunities (EEO) issues, complaints, and investigations.
13. Prepares and submits board items, legal documents, disciplinary documents, contracts, and communication for the District's General Counsel, Board of

- Trustees, FCC Attorneys, and Association Representatives. Oversees the preparation of cross-departmental accountability reports for the CPB, the District, the SNPT, donors, and the general public.
14. Provides direct supervision for the SNPT board and its councils, meetings and retreats; identifies and prepares reference and background materials for SNPT meetings.
 15. Supports and assists department managers in all matters related to the direction of the President and General Manager and station procedures.
 16. Supports and assists the President and General Manager in the administrative office with overseeing the development of written communications; directing the collection, compilation, evaluation, and dissemination of information pertaining to the various departments and activities of Vegas PBS; directing and attending all departmental, station staff, and budget meetings.
 17. Trains, supervises, and evaluates the performance of assigned staff.
 18. Develops and oversees the submission of documents in accordance with Nevada Open Meeting Law (OML), including the production of agendas and posted notices of meetings; drafting concise meeting minutes and reference documents or public request.
 19. Plans, coordinates, and participates in various job fairs and community outreach programs; actively promotes community awareness of employment opportunities at Vegas PBS and in the District.
 20. Works in collaboration with Vegas PBS leadership and CCSD recruitment administrators in support of recruitment goals.
 21. Manages and directs the (business, social, fundraising, legislative, outreach, etc.) activities/functions of the SNPT Board of Directors and committees and the Planned Giving Council.
 22. Manages engagement and stewardship of SNPT Board and committee members; respond to requests made by board members; develop action plan and follow up/execute, as appropriate with individuals or committees.
 23. Manages the development, completion, and execution of the Vegas PBS/SNPT Strategic Plan with internal stakeholders.
 24. Develops and manages the revision and execution process of the SNPT bylaws to reflect the strategies and tactics of the Vegas PBS and SNPT Strategic Plan.
 25. Plans, coordinates, and participates in legislative meetings for the President and General Manager; develops and oversees the submission of documents and supporting materials pertaining to legislative funding requests.
 26. Manages fiscal areas of responsibility.
 27. Performs other duties related to the position, as assigned.
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Position Expectations

1. Must embrace, actively support, and develop the corporate culture of teamwork, diversity and inclusion, integrity, excellence, and service.
 2. Knowledge of and ability to explain FCC/EEO rules and regulations as they pertain to recruitment and hiring.
 3. Knowledge and understanding of Station and District policies, regulations, procedures, and standards.
 4. Knowledge of Nevada and CPB OML and certification requirements.
 5. Ability to communicate effectively both orally and in writing.
 6. Ability to manage multiple projects and responsibilities simultaneously.
 7. Ability to develop and track project timelines and prioritize accordingly.
 8. Excellent organizational, administrative, and project management skills, including the ability to assess and diagnose critical areas for attention, develop strategies, and implement a plan of action.
 9. Knowledge of Small Non-Profit Board Management.
 10. Ability to plan and direct social activities and events.
 11. Comprehensive knowledge of overall departmental functions.
 12. 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.
 13. Ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
 14. Ability to work cooperatively and effectively with colleagues; school and administrative personnel; and representatives of the community, state and federal organizations or agencies.
 15. Ability to research data and prepare or provide persuasive information to support the idea of a project or financial goal.
 16. Ability to balance a variety of needs and priorities.
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Position Requirements

Education and Training

An earned master's from an accredited college or university; or,
A bachelor's degree from an accredited college or university in Business Administration, Human Resources, Nonprofit Management, or a related field; plus, three (3) years of additional experience beyond the minimum requirement can be substituted for the master's degree requirement; or,

Currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. 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.
3. Two (2) years of successful supervisory experience related to the administrative position.

Preferred Qualifications

None specified.

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, or 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: 03/10/22
- Created: 09/02/16