

Vegas PBS Media / Library Specialist

Position Details

Class Code: 3122

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 47 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

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

Essential Duties and Responsibilities

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

1. Organizes media library files.
2. Maintains library by regularly cleaning out the server, archiving content that is not needed in the immediate future, and deleting content that is expired or no longer needed.
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 daily.
5. Inspects and verifies delivery/shipping documents; updates record of items to be ordered from or sent to other public television stations, as needed.
6. Generates broadcast logs for multiple channels; assigns media and schedules live programs.

7. Indexes media files received, as appropriate; checks media and total run times (TRT) in multiple locations to verify data accuracy.
 8. Assists membership and engineering departments with pledge programming, preparing segments for broadcast, etc.
 9. Assists Vegas PBS employees in using media library resources.
 10. Assists in entering Nielsen eNames data for all measured broadcast channels.
 11. Assists in locating materials and equipment.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Assists in clerical/instructional activities involved in media library operations.

Knowledge, Skills, and Abilities (Position Expectations)

1. Embraces, supports, and develops the corporate culture of teamwork, diversity, integrity, inclusion, excellence, and service.
 2. Ability to interpret and apply verbal/written instructions.
 3. Ability to multitask and prioritize work.
 4. Ability to learn and apply established procedures.
 5. Ability to perform routine recordkeeping.
 6. Ability to operate standard school/office equipment and machines.
 7. Ability to learn media library computer software.
 8. Ability to meet predetermined deadlines.
 9. Ability to plan and organize work with astute attention to detail.
 10. Ability to work flexible hours or shifts.
 11. Ability to work cooperatively with employees and outside vendors.
 12. Ability to recognize/report hazards and apply safe work methods.
 13. 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 Education Development (GED), foreign equivalency, etc.)
2. One (1) year of clerical experience.
3. Associate's degree in a related field from an accredited college/university, or; Minimum two (2) years' work experience in a media library.

Licenses and Certifications

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

Preferred Qualifications

1. Knowledge of Myers Information System's ProTrack TV software.
 2. Knowledge of Nielsen eNames software.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Transcript(s) from an accredited college/university, if applicable.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District/Vegas PBS facilities – schools and remote location sites.

Work Environment

Strength

Sedentary/medium - exert force up to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone.

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. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

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

Constant electrical shock hazards, furniture, office equipment, communicable diseases, chemicals and fumes (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

Computers, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

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: 07/20/23
- Created: 03/17/14