

Vegas PBS – Membership Activities Specialist

Position Details

Class Code: 4822

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 48 on the Support Staff Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, performs customer service duties requiring substantial independent judgment. Coordinates volunteers for membership activities and events. Provides clerical assistance for membership activities, events, trips, and gift solicitation. Coordinates station/donor travel, excursions, concerts, and events.

Essential Duties and Responsibilities

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

1. Plans, organizes, and prioritizes work; works independently.
2. Interprets, explains, and applies written/verbal instructions, procedures, and regulations.
3. Obtains and relays information based on visitors' needs; refers visitors to appropriate administrative staff, when necessary.
4. Prepares and assists in setting up travel, concert, and event arrangements/reimbursements.
5. Maintains calendar/schedules for volunteers, membership, and department events, appointments, meetings, and conferences.
6. Composes/prepares gift solicitation letters and mail merges; edits confidential correspondence, trip reports, and complex reports.

7. Assists in preparing/managing department, special program, and fundraising budgets.
 8. Trains, coordinates, and assists in supervising volunteers.
 9. Prepares/maintains databases and informational charts regarding volunteers, volunteer time recording, and other membership activity information.
 10. Works evening/weekend hours as required for station events and trips.
 11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves complex secretarial duties pertaining to Vegas PBS volunteer/membership activities.

Knowledge, Skills, and Abilities (Position Expectations)

1. Embraces, supports, and develops the corporate culture of teamwork, diversity, integrity, inclusion, excellence, and service.
2. Knowledge of secretarial practices, office machines, and recordkeeping/accounting.
3. Knowledge of Clark County School District (CCSD) operations in relation to Vegas PBS.
4. Ability to promote public relations and deal tactfully/diplomatically with people.
5. Ability to plan, organize, and prioritize work; able to work independently.
6. Ability to interpret, explain, and apply written/verbal instructions, procedures, and regulations.
7. Ability to keep information confidential and maintain an ethical attitude.
8. Ability to perform editorial checking for spelling, punctuation, and grammar.
9. Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks as priorities change.
10. Ability to evaluate letters/reports for conformance with given principles of style.
11. Ability to concentrate on accuracy of details.
12. Ability to prepare complex reports on own initiative or as directed.
13. Ability to work flexible hours or shifts.
14. Ability to recognize/report hazards and apply safe work methods.
15. Ability to judge when to act independently and when to refer situations to a supervisor.

16. Ability to travel with major donors and members on weekend trips.
 17. 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 (General Educational Development (GED), foreign equivalency, etc.)
2. Three (3) years' secretarial/clerical experience.

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) issued by the Department of Motor Vehicles (DMV) 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

1. Supervisory experience.
 2. Experience working with volunteers, coordinating events, and travel planning.
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Document(s) Required at Time of Application

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

CCSD facilities – schools and department offices.

Work Environment

Strength

Sedentary/light - exert force of 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

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 settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

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

District-issued/personal vehicles, computers, printers, telephones, calculators, copy machines, fax machines, telephones, 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: 10/12/23
- Created: 03/24/10