

# Vegas PBS - Sales Assistant

## Position Details

Class Code: 4823

Job Family: Broadcast/Communications

Classification: Support Professional

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

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, performs clerical, sales, database entry/management, and general accounting duties requiring substantial independent judgment.

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## 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 and responds to client requests in a timely manner.
2. Interprets, explains, and applies written/verbal instructions, procedures, and regulations.
3. Addresses visitor inquiries and refers to appropriate administrative staff, when necessary; accepts messages for Sales staff.
4. Provides customer service for clients and Sales staff daily.
5. Receives sponsor spots, assigns house numbers, and delivers the appropriate sponsor spot to master control for dubbing.
6. Creates system traffic instructions, paying specific attention to day/date and copy rotation.
7. Promptly/accurately executes broadcast, print, web, and social media copy revisions; makes necessary changes in traffic software, websites, and magazine ads while meeting strict deadlines.

8. Calls agencies, dub-houses, sales, and other stations as necessary to obtain missing materials in advance of advertisers' first broadcast date; resolves scheduling discrepancies.
  9. Accurately schedules messages per advertisers' instructions; pays specific attention to detail to avoid product conflicts.
  10. Resolves sponsorship spot problems arising from technical errors or program changes.
  11. Prepares accounting expense data, including travel arrangement/reimbursement reports; communicates billing discrepancies with agencies and internal billing department.
  12. Generates daily, weekly, and monthly sales reports; completes monthly market competition reports.
  13. Runs daily broadcast spot placement reports and monitors contract requirements to ensure all conditions are met.
  14. Liaisons and works closely with advertising agency counterparts, clients, and internal departments, including Traffic, Master Control, Accounting, and Marketing.
  15. Maintains Sales Department's customer communications database.
  16. Coordinates appointments, meetings, and conferences; attends weekly sales meetings, as necessary; maintains calendar.
  17. Compiles/maintains account claim book for all sales staff.
  18. Maintains stock of office supplies as needed for Sales staff.
  19. Conforms to safety standards, as prescribed.
  20. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves complex secretarial duties pertaining to the Sales Department at Vegas PBS.

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## **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 Federal Communications Commission (FCC) rules regarding non-commercial sponsorship disclosures.

3. Knowledge of secretarial practices, office machines, and recordkeeping/accounting, including proficiency in Microsoft Word, Excel, and PowerPoint.
  4. Knowledge of Clark County School District operations relative to Vegas PBS.
  5. Ability to promote public relations and deal tactfully/diplomatically with people.
  6. Ability to plan, organize, and prioritize work; able to work independently.
  7. Ability to interpret, explain, and apply written/verbal instructions, procedures, and regulations.
  8. Ability to keep information confidential and maintain an ethical attitude.
  9. Ability to perform editorial checking for spelling, punctuation, and grammar.
  10. Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks as priorities change.
  11. Ability to develop letters/reports for conformance with given principles of style.
  12. Ability to concentrate on accuracy of details.
  13. Ability to prepare complex reports on own initiative or as directed.
  14. Ability to work flexible hours/shifts.
  15. Ability to recognize/ report hazards and apply safe work methods.
  16. Ability to troubleshoot and resolve issues.
  17. Ability to judge when to act independently and when to refer situations to a supervisor.
  18. 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. Three (3) years' database management and customer service experience with emphasis on advertising/marketing.
3. One (1) year of experience working with traffic and programming schedules to meet broadcast deadlines.

### **Licenses and Certifications**

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

### **Preferred Qualifications**

1. Proficient in and database software.

2. Exceptional organizational/communication skills, accuracy, and time management.
  3. Strong math skills.
  4. Knowledge of qualitative/quantitative audience research, traffic, and other sales-related programs.
  5. Bilingual; ability to read, write, and speak English/Spanish.
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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. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Vegas PBS, District facilities – schools and department offices.

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## **Work Environment**

### **Strength**

Sedentary/light - exert force up to 25 lbs., occasionally.

### **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**

Climate-controlled office settings with temperatures ranging from mild to moderate. 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, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, 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: 07/21/23
- Created: 11/14/11