

# Vegas PBS Executive Assistant

## Position Details

Class Code: 4828

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under administrative review, is responsible for initiating and coordinating the clerical/secretarial functions required to effectively implement administrative policies of the Office of the President and General Manager, Vegas PBS. Provides administrative assistance and management support to the President/General Manager and the Business and Finance Coordinator, requiring a high degree of awareness, tact, creativity, and initiative in directing/completing projects and solving problems.

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## Essential Duties and Responsibilities

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

1. Responsible for directing the busy, dynamic calendars of the President/General Manager and the Business and Finance Coordinator, including scheduling meetings, tours, seminars, events, travel arrangements/reimbursements and expense claims.
2. Plans, organizes, implements, and supervises internal operations, secretarial/clerical work for the President/General Manager's office.
3. Prepares reports and compiles agenda items for Clark County School District Board of Trustees and Southern Nevada Public Television (SNPT) Board, council, and committee meetings.

4. Prepares complex reports to comply with Federal Communications Commission (FCC) and Corporation for Public Broadcasting (CPB) rules/regulations.
  5. Compiles agenda items and appropriate backup information for submittal to the Superintendent and/or Chief Financial Officer.
  6. Prepares station purchase orders and enters requests into systems, application, and products (SAP) with coding for proper department supervisor/administrator.
  7. Monitors renewal of annual/professional service contracts.
  8. Monitors and submits Vegas PBS invoices to the District's Accounts Payable Department, identifying proper purchase order and budget coding.
  9. Assists the Business and Finance Coordinator with month-/year-end closing processes.
  10. Researches, compiles, and analyzes data, as assigned.
  11. Performs independent research; prepares and summarizes information for special projects, as assigned.
  12. Responsible for payroll timekeeping; monitors Human Capital Management payroll entries for accuracy and timely approval.
  13. Provides administrative support by researching questions, obtaining information, coordinating/sharing information, and following up on project statuses/progress, including support for FCC Equal Employment Opportunity (EEO) compliance tracking.
  14. Demonstrates authority and ability to resolve issues at the lowest level.
  15. Frequently communicates with the public and employees at all levels; addresses visitor inquiries and refers to appropriate administrative staff, when needed.
  16. Gives directions and routes correspondence to Board members, administrators, and support personnel.
  17. Utilizes advanced skills in computer software, including Microsoft Excel and PowerPoint, to prepare correspondence, complex reports, charts, tables, and forms; prepares, maintains, and provides statistical information; may be required to create memos, correspondence, or reports, as directed.
  18. Reviews materials for administrative approval; ensures typographical/grammatical accuracy, formatting, conformance with procedures, internal consistency, and proper approvals.
  19. Attends meetings, as directed; provides agenda/minute support (dictation/notes/transcription) required of Southern Nevada Public Television (SNPT), a 501(c)3 for Vegas PBS, a non-profit corporation, for private-sector fundraising.
  20. Conforms to safety standards, as prescribed.
  21. Performs other tasks related to the position, as assigned.
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## Distinguishing Characteristics

Responsible for complex secretarial duties, managing confidential information, and directing/leading staff of the President/General Manager's office and other departments within Vegas PBS. Directs and delegates tasks of other secretarial/clerical staff. Handles diverse matters requiring extensive knowledge of the President/General Manager's responsibilities.

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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 FCC and CPB rules/regulations.
3. Knowledge of bookkeeping functions and practices.
4. Knowledge of Clark County School District operations in relation to Vegas PBS.
5. Knowledge of CPB and State of Nevada Open Meeting Law (OML) requirements.
6. Knowledge of secretarial practices, business machines, office management, and recordkeeping/accounting.
7. Knowledge of District budget and payroll systems.
8. Extensive knowledge of computers/software applications, including word-processing, databases, spreadsheets, and presentations; proficient in Microsoft Office Suite.
9. Knowledge of travel services and procedures.
10. Ability to work around set schedules and/or travel plans as unexpected changes occur.
11. Ability to plan, organize, and prioritize work; able to work independently without immediate supervision.
12. Ability to keep information confidential and maintain an ethical attitude.
13. Ability to gain cooperation and conformance without authority.
14. Ability to communicate clearly, both verbally and in writing.
15. Possess strong writing skills; perform editorial checking for spelling, punctuation, and grammar.
16. Ability to use discretion and make sound judgments.
17. Ability to demonstrate strong communication and leadership skills.
18. Ability to determine procedures for handling unique problems.
19. Ability to meet predetermined deadlines and exercise flexibility in shifting to new tasks as priorities change.
20. Ability to promote public relations and deal tactfully/diplomatically with people.

21. Ability to concentrate on accuracy of details.
  22. Ability to work flexible hours or shifts.
  23. Ability to judge when to act independently and when to refer situations to an administrator.
  24. Ability to work cooperatively with management, staff, outside agencies, and the public.
  25. Ability to recognize/report hazards and apply safe work methods.
  26. 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 Educational Development (GED), foreign equivalency, etc.)
2. Five (5) years' secretarial/clerical experience with extensive public contact.

### **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 from the date printed) 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**

Ability to take dictation (i.e., shorthand, speedwriting, stenography, Dictaphone, etc.) and transcribe recordings at the rate of 80 words per minute.

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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 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 and Vegas PBS facilities – schools/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, 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 setting 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.)

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## Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, copiers, calculators/adding machines, fax machines, telephones, filing cabinets/office 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: 07/20/23
- Created: 03/24/10