

Vegas PBS – Programming and Traffic Assistant

Position Details

Class Code: 4833

Job Family: Broadcast/Communications

Classification: Support Professional

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

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, supports programming, communications, and traffic staff through complex clerical, broadcasting, and scheduling duties requiring substantial independent judgment.

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. Addresses visitor needs and refers to appropriate administrative staff, when necessary; accepts messages for Programming and Communications Department staff.
4. Provides customer service for Vegas PBS viewers, members, and Communications and Programming Department staff daily.
5. Serves as back-up to all Traffic Department positions, as required.
6. Executes traffic, sales, and programming instructions in the programming database, paying specific attention to day/date and program episodic rotation.

7. Executes broadcast, print, web, and social media copy revisions accurately/promptly; makes changes in traffic software, websites, and magazine ads, as necessary.
 8. Creates broadcast logs for multiple channels, ensuring accuracy of total run time (TRT), media type, and airing source.
 9. Accurately reviews scheduled messages per sales team's instructions; pays specific attention to detail to avoid discrepancies.
 10. Alerts sales team of sponsorship spot problems arising from technical errors or program changes.
 11. Recommends content for two cable channels as series or broadcast rights expire.
 12. Generates daily, weekly, and monthly broadcast logs; completes monthly reports.
 13. Coordinates appointments, meetings, webinars, and conferences; maintains calendar.
 14. Responsible for communicating broadcast details to distributors, producers, and station relations representatives; handles carriage reports.
 15. Maintains stock of office supplies for the Programming, Communications, and Traffic Departments, as needed.
 16. Conforms to safety standards, as prescribed.
 17. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves complex secretarial duties pertaining to the Programming, Traffic, and Communications Departments at Vegas PBS.

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/regulations regarding non-commercial broadcasting.
3. Knowledge of secretarial practices, office machines, and broadcast logs.
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; works 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 judge when to act independently and when to refer situations to a supervisor.
 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 (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Three (3) years' database management and customer service experience, with emphasis on broadcasting/marketing.

Licenses and Certifications

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

Preferred Qualifications

1. Proficient in Microsoft Word, Excel, Myers Information System (ProTrack), and Nielsen eNames.
 2. Exceptional organizational/communication skills, accuracy, and attention to detail.
 3. Strong math skills.
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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

CCSD/Vegas PBS facilities – schools and department offices.

Work Environment

Strength

Sedentary/light - exerts 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

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

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: 07/21/23
- Created: 12/30/13