

# Vegas PBS - Office Supervisor - Content Department

## Position Details

Class Code: 4834

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, plans, organizes, directs, and reviews clerical activities supporting the Content Department at Vegas PBS.

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## Essential Duties and Responsibilities

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

1. Plans, organizes, and prioritizes work; works independently with minimal supervision.
2. Organizes and supervises the maintenance of complex records/files.
3. Researches and prepares complex reports, on own initiative or as directed.
4. Suggests/initiates decisions to improve workflow, modify clerical procedures, or provide in-service trainings for clerical staff.
5. Promotes public relations and deals tactfully/diplomatically with people.
6. Determines procedures for handling unique problems.
7. Interprets, explains, and applies written/verbal instructions, procedures, and regulations to staff, as directed.

8. Prepares correspondence in response to requests for department/staff forms, grant reports, and board updates for the Clark County School District Board of Trustees and Southern Nevada Public Television (SNPT) Directors.
  9. Develops procedures for obtaining information from employees, records, or observations.
  10. Addresses staff/public inquiries in-person and over the telephone.
  11. Prepares Board and committee agenda items, client meeting packets, and travel arrangements/reimbursements for Content Department staff.
  12. Plans/monitors office clerical work to ensure prompt submission of reports, studies, letters, tabulations, etc.
  13. May assist in preparing/reviewing department and special program budgets.
  14. Serves as the primary point-of-contact for requisition preparations, office records, and interdepartmental coordination.
  15. Oversees the office document review process, including editing for grammar and clarity.
  16. Creates analytical reports for Content Department administration using software/tools.
  17. Schedules appointments and meetings for department staff.
  18. Maintains/updates fact sheets, inventory spreadsheets, and other Vegas PBS documents.
  19. Organizes/supervises the coordination of Content Department events.
  20. Tracks Content Department projects; secures price quotes.
  21. Conforms to safety standards, as prescribed.
  22. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves complex clerical tasks requiring substantial judgment, analytical ability and attention to detail.

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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 CCSD operations relative to Vegas PBS and the Content Department.

3. Knowledge of business machines, office equipment, and recordkeeping/accounting.
  4. Proficient in word processing and computer software, including Microsoft Word, PowerPoint, Excel, Outlook and Access.
  5. Ability to run reports and provide training in audience research tools, media monitoring services, and social media analytics.
  6. Ability to promote public relations and deal tactfully/diplomatically with people.
  7. Ability to plan, supervise, and coordinate work; provides organizational guidance to others.
  8. Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks as priorities change.
  9. Ability to keep information confidential and maintain an ethical attitude.
  10. Ability to communicate clearly, both verbally and in writing.
  11. Ability to perform editorial checking for spelling, punctuation, and grammar.
  12. Ability to edit documents for clarity and accuracy.
  13. Ability to concentrate on accuracy of details.
  14. Ability to determine procedures for handling unique problems.
  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' secretarial/clerical experience.

### **Licenses and Certifications**

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

### **Preferred Qualifications**

None specified.

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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

District facilities, schools, and department offices, Vegas PBS Educational Technology Campus.

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## 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, 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, 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: 07/23/15