

Vegas PBS TV News Host/Anchor

Position Details

Class Code: 4895

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 62 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under administrative direction, serves as on camera Host for a weekly community affairs shows on a variety of local topics, interview guests, field Reporter when necessary, and keeping the program and conversation on point and on topic. The Host will discuss topics with live guests or interviewees over broadcast conferencing systems. The Host will, also act as station representative at various charitable, civic, or promotional events that are associated with Vegas PBS functions.

Essential Duties and Responsibilities

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

1. Develops, plans, and coordinates assignments for show production.
2. Hosts weekly news and public affairs programs, as scheduled.
3. Assists with the development of schedules and timelines to meet production deadlines.
4. Coordinates video production with other departments, schools, and outside agencies.
5. Supervises and coordinates work of assigned staff in the production of television news programs.
6. Monitors and evaluates news items of local, national, and international significance to develop programs to reflect major issues in the community.

7. Assists with the editing of programs to meet program goals and reviews production to ensure that objectives are attained.
 8. Verifies that programs and scripts conform to broadcast standards within Federal Communications Commission (FCC) noncommercial rules and Public Broadcasting Service (PBS) guidelines.
 9. Coordinates production details to produce live and recorded programs on location and in studio, as required.
 10. Outlines programs to be produced and evaluates finished scripts.
 11. Serves as representative of Vegas PBS in community affairs and news related events.
 12. Interviews guests and prospective guests to discuss new topics and other relevant issues that affect the community.
 13. Writes, edits, and assists with producing stories and segments for television and Web broadcasts.
 14. Generate story/segment ideas and produce, report, and or host on-air and digital channels.
 15. Coordinates and writes show content for multiple platforms, including posting stories on the Internet.
 16. Performs various community service activities for the station, including attendance at community events, serving as master of ceremonies for public service events, and as a Host for station events.
 17. Researches and develops local, regional, and national news for program application.
 18. Provides input into the evaluations of production staff.
 19. Conforms to safety standards, as prescribed.
 20. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Dynamic Host and outstanding Journalist with a great personality and a team leader. Host will be a leader who participates in the planning of the shows and content produce regularly. A competitive passion to win, centerline and nonbiased Journalist, dedication to storytelling, and openness to innovation.

Knowledge, Skills, and Abilities (Position Expectations)

1. Must embrace, actively support, and develop the corporate culture of teamwork, diversity and inclusion, integrity, excellence, and service.
 2. Knowledge of television production activities and equipment.
 3. Knowledge of script writing. Strong broadcast and digital writing skills.
 4. Knowledge of FCC rules and regulations regarding public television.
 5. Knowledge of problem solving techniques.
 6. Ability to ad-lib and to handle breaking into programming.
 7. Ability to supervise and evaluate the performance of employees.
 8. Ability to plan, organize, and coordinate workload to meet deadlines.
 9. Strong communication, written, analytical, and persuasive skills and the ability to interact and work effectively and cooperatively with all levels of employees, vendors/contractors, students, the public, and outside agencies.
 10. Strong contract negotiation skills.
 11. Strong political content awareness.
 12. Ability to develop and apply operation and work procedures.
 13. Ability to establish performance expectations.
 14. Ability to exercise judgment as when to act independently and when to refer situations to an administrator.
 15. Ability to maintain confidentiality of information.
 16. Ability to work flexible hours or shifts.
 17. Ability to summarize information into easy-to-understand components.
 18. Familiarity with editing systems.
 19. Strong editorial judgment and a proven ethical foundation.
 20. Basic computer skills.
 21. Strong organizational skills.
 22. Working knowledge of all social media platforms.
 23. Ability to recognize and report hazards and apply safe work methods.
 24. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.); and, eight (8) years' experience in television production, which includes four (4) years of supervisory experience; or,

Bachelor's degree from accredited college or university in television or a related field; and, four (4) years in television production, which includes supervisory experience; or, Bachelor's degree from an accredited college or university in broadcast journalism or a related field; and, a minimum of four (4) years' experience in the industry.

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 time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

Five (5) or more years as a Host, Anchor, or Reporter.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited college or university, if applicable.
 3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities; travel to and from various agencies and business and on-site natural settings.

Work Environment

Strength

Light/Medium - 10-25 lbs., occasionally; or a negligible amount of force to push/pull/lift/carry.

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 to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, computers and television monitors, and other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and 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, fax machines, telephones, television camera, lighting equipment, sound equipment, nonlinear editing systems, studio switcher, very high frequency police scanner, microwave systems, desktop/Laptop computers, web conferencing systems, handheld audio recording devices, television broadcast cameras, studio and field broadcast equipment, and wired/wireless interruptible fold back (IFB) communication systems, 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: 01/18/23
- Created: 07/25/95