DIRECTOR OF BROADCAST OPERATIONS

Job Description

Summary
The Director of Broadcast Operations is responsible for all aspects of Nevada Public Radio’s broadcast operations, business computers, web sites and Internet services. The DBO ensures compliance with all Federal and State rules and regulations, supervises contractors and employees, and works with senior staff, board and stakeholders to plan and implement the broadcast and digital strategy of the organization. This position reports to the President/CEO.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Duties and Responsibilities

- Plans, organizes, and directs NVPR’s engineering needs;
- As “Chief Operator,” ensures compliance with FCC and other professional standards for technical operations;
- Performs regular evaluation of equipment to ensure OEM specifications;
- Emergency Alert System admin responsibilities
- Maintains technical data to support broadcast license requirements;
  - Performs regular and necessary maintenance and repair on all broadcast equipment;
  - Conducts installation and integration of broadcast transmission and content delivery systems as they are needed;
  - Creates and follows a budget for Broadcast Operations;
  - Provides relevant information for short and long-term budget planning;
  - Prepares and coordinates relevant information for grant proposals; and
  - Researches and implements future infrastructure upgrades and equipment phase-in as industry standards for transmission and content delivery systems evolve.
- Maintains business computer network.
- Performs regular maintenance of computers and servers.
- Researches and implements computer and software upgrades as required for NVPR operations.
- Maintains Internet servers and web sites.
- Perform regular maintenance of servers.
- Researches and implements server and software upgrades as required for Internet operations.
- Works closely with staff to determine equipment needs and develops procedures to implement those requirements.
- Participates in fundraising activities as needed.

Knowledge, Skills and Abilities:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The successful candidate will demonstrate the following:
Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work product; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention and inspires continuous improvement.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions;

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit, participates in organization events and activities; puts success of Nevada Public Radio ahead of own interests;

Managing People - Includes relevant staff in planning, decision-making, and feedback, coordinates with Community Relations, Development, Publications and Programming Departments as needed.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism – mindful of the particular nature of a journalistic / non-profit organization and projects and protects those values in external relationships

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality of work product

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity;

Adaptability - Adapts to changes in the work environment; Manages competing demands.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Computer Skills - Knowledge of Microsoft operating systems, Microsoft Office and Audiovault.

Supervisory Responsibilities - The Director of Broadcast Operations will directly supervise the work of the web content manager, contract engineer and IT manager.

Certificates, Licenses, Registrations:

Valid NV Driver's License and proof of insurance

Education and/or Experience:

- Bachelor's degree in electronics engineering, broadcasting, or related field AND 10 years experience in broadcast equipment use and repair AND a broad general knowledge of
computers, operating systems, software, networks and the Internet, OR any combination of relevant education and experience totaling 15 years in which comparable knowledge and abilities are demonstrated.

- Knowledge of the principles and practices of broadcast engineering, including government regulations.
- Knowledge of principles of digital and analog communications systems.
- Knowledge of the usage, design, repair, maintenance, and installation of technical broadcast systems.
- Proficiency with computer operating systems in a broadcast environment.
- Knowledge of Internet servers, web sites and related services.
- Ability to communicate effectively with station staff, broadcast and telecommunication industries, and the general public.
- Ability to work evenings, weekends, and irregular hours as required.

PREFERRED QUALIFICATION:
- Knowledge of the public radio standards and practices.
- Knowledge of ENCO systems/radio automation

Compensation: Starting at $80,000 annually – commensurate on experience

Classification: Salaried – exempt

Application Process
Deadline: Open until filled
To Apply: Apply via our career page: https://recruiting.paylocity.com/recruiting/jobs/All/a6ea6726-2ef9-4bb7-b65a-0733684bc755/NEVADA-PUBLIC-RADIO

Or

Mail, E-Mail, Fax, or drop off Resume and Cover letter:
Nevada Public Radio
Attn: Human Resources
1289 S Torrey Pines Dr.
Las Vegas, NV 89146
jobs@nevadapublicradio.org
Fax: (702) 258-5646

Please No Phone Calls

Any employment offers made for this position will be contingent on passing a pre-employment background and DMV record check.

All Nevada Public Radio employees are asked to sign their understanding of and compliance with our Employee Handbook upon acceptance of an offer of employment. This document covers the benefits
available to NVPR employees, our policies and procedures and our commitment to providing a safe, inclusive, non-discriminatory, and welcoming work environment.

In addition, upon acceptance of an offer of employment, the successful candidate will be asked to sign in acknowledgement of receiving, reviewing, and understanding of the responsibilities and essential functions of the position as stated and the at-will status of the position.

Nevada Public Radio is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

**PLEASE NOTE:** All Nevada Public Radio employees and interns must receive both doses of the Moderna or Pfizer COVID-19 vaccine, or the single-dose Johnson & Johnson COVID-19 vaccine, unless granted an exemption for medical or religious reasons.