



KRVM RADIO STATION OPERATIONS MANAGER

Position Summary

Supervises the operations, maintenance, staff development and programming of KRVM-FM radio station to assure compliance with FCC broadcast regulations.

Distinguishing Characteristics

Distinguished by requirement for knowledge of technical radio engineering, federal requirements for non-profit broadcasting, and personnel management skills.

Supervisory Relationship

This position reports to Special Assistant for Community Relations. Supervises the Program Coordinator, and students, volunteers, and part-time workers at the radio station.

Essential Functions

1. Assure compliance with FCC and FTC regulations for non-profit broadcasting stations to preserve the station's licensure and continued operation. Act as Chief Operator of the broadcast facility and maintain records of station programming, operations, underwriting, financial accounting, operator licenses, and related records.
2. Perform technical repair and maintenance of broadcast facilities. Personally supervise, or assign a licensed technician to supervise, all broadcast audio chain repairs conducted at the station's control room, transmitter or antennae.
3. Provide personnel training and development in radio operations. This includes recruiting and training students or volunteers in technical skills such as control room operation, broadcast techniques, newswriting, equipment repair, and audio editing, as well as administrative support functions such as computer operation and bookkeeping; student and volunteer performance review; enforcement of compliance to FCC regulations and appropriate broadcast content and discipline or termination if necessary.
4. Administer District budget and coordinate fundraising activities to provide sufficient monies for continued operations; annual program underwriting revenues and donations approximate \$30-35,000.
5. Supervise broadcast programming operations conducted by the Program Director.
6. Survey equipment needs, research products, and write bid specifications for anticipated purchases. Remain informed of technological developments in broadcast engineering.

Required Knowledge, Skills and Abilities

1. Thorough knowledge of Federal Communications Commission regulations applicable to non-profit radio stations.
2. Thorough knowledge of technical radio engineering and ability to operate, maintain, and repair broadcasting equipment such as broadcast transmitter, stereo optimod, audio processors and mixers, high frequency receivers, and digital or analog monitors. Ability to operate and demonstrate use of computerized office equipment.
3. Ability to recruit, select, train, and supervise personnel.
4. Thorough knowledge of operations programming, and station, management policies and procedures.
5. Highly developed organizational, interpersonal communications, and coordination skills.

Minimum Qualifications

1. Extensive experience in radio station broadcast operations management.
2. Demonstrated ability to perform the requirements of the job.
3. Previous experience in a non-profit setting preferred.
4. Licensure as a member of the Society of Broadcast Engineers.

Work Environment

Work is performed in a broadcast station facility. Repair of electronic equipment must be conducted, according to FCC regulations, between 12:00 midnight and 6:00a.m. May travel to perform work at remote broadcast locations. May be required to respond to emergency situations during evening and weekend hours.

ADDITIONAL INFORMATION	
Employee Unit	4JA - Professional
Pay Grade	Grade 4/Admin 12 month
Developed by	Cydney Vandercar <i>Director of Human Resources</i>
Reviewed by	Karen Hardin <i>Recruitment, Equity & Staff Development</i>
Approved by	Dr. Gustavo Balderas <i>Superintendent of Schools</i>
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