

TELEVISION OPERATIONS MANAGER

NATURE OF WORK IN THIS CLASS:

This is technical and administrative work involved in directing, coordinating, and scheduling all operational activities of the Guam Education Telecommunications Corporation.

Employees in this class are responsible for all activities of the station, including the development of television production policies, coordination of the activities of Television Producer-Director and the Television Engineers in the scheduling of facilities and equipment for productions. Work also involves critiquing of programs and the procurement of tapes and films from outside sources.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Develops and implements production policies, standards, and procedures to insure the professional development and production of educational and community television programs.

Coordinates with the production and engineering divisions in the development of all educational and community television programs to insure compliance with Federal Communications Commission regulations and station programming policies.

Consults with and advises Television Producer-Director concerning the utilization of a variety of production methods and techniques.

Conducts periodic production conferences to coordinate the development and presentation of educational and community television programs.

Reviews, selects, and schedules all live and recorded television programs.

Reviews program offerings from all outside sources to select appropriate educational and community television programs for broadcasting.

Consults with University of Guam or Department of Education faculty, organizations or individuals in developing and evaluating educational television programs.

Supervises station operations during on-air hours.

Reviews and critiques local productions with Television Producer-Director.

Evaluates production equipment and makes recommendations for the acquisition of equipment.

Plans, implements and administers policies for personnel, training and safety.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of television techniques and activities.

Ability to administer the operational activities of the Guam Educational Telecommunication Corporation.

Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies and procedures to improve effectiveness.

Ability to schedule use of facilities and equipment and to evaluate and recommend replacement and acquisition when needed.

Ability to supervise the preparation and presentation of public broadcast television programs.

Ability to work effectively with the public and employees.

Ability to communicate effectively orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two years of progressively responsible experience in television production and programming work; one year of supervisory experience and graduation from a recognized college or university with a Bachelor of Arts degree; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980

PAY RANGE: 31



DAVID R. FLORES
Executive Director,
Civil Service Commission