Idaho Public Television - FCC EEO Public File
Audit Report

For the period May 22, 2022 to May 21, 2023

The report covers the following employment unit:

<table>
<thead>
<tr>
<th>Call Sign</th>
<th>Facility ID Number</th>
<th>Type of Station</th>
<th>Location</th>
<th>DMA City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAID</td>
<td>62442</td>
<td>TV</td>
<td>Boise, ID</td>
<td>Boise, ID</td>
</tr>
<tr>
<td>KCDT</td>
<td>62424</td>
<td>TV</td>
<td>Coeur d'Alene, ID</td>
<td>Spokane, WA</td>
</tr>
<tr>
<td>KIPT</td>
<td>62427</td>
<td>TV</td>
<td>Twin Falls, ID</td>
<td>Twin Falls, ID</td>
</tr>
<tr>
<td>KISU</td>
<td>62430</td>
<td>TV</td>
<td>Pocatello, ID</td>
<td>Idaho Falls, ID</td>
</tr>
<tr>
<td>KUID</td>
<td>62382</td>
<td>TV</td>
<td>Moscow, ID</td>
<td>Spokane, WA</td>
</tr>
</tbody>
</table>

The report below lists all full-time vacancies filled during the reporting period for all stations. All open full-time positions are listed on Idaho Public Television’s website and intranet (SharePoint). Additionally, notices of all full-time openings are sent to the organizations and agencies listed below:

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Total Interviewed</th>
<th>Recruitment Source Numbers Used to Fill Vacancy (see page 3 for full details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Idaho PTV Digital Broadcast Systems Operator (2 hired) Register #13942</td>
<td>#App: 8</td>
<td>1 – 5, 8, 11</td>
</tr>
<tr>
<td></td>
<td>#Referred: 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>#Interview: 3</td>
<td></td>
</tr>
<tr>
<td>PTV Executive Producer Register #14127</td>
<td>#App: 7</td>
<td>1 – 3</td>
</tr>
<tr>
<td></td>
<td>#Referred: 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>#Interview: 3</td>
<td></td>
</tr>
<tr>
<td>PTV Director / Videographer - Outdoor Idaho Register #15123</td>
<td>#App: 45</td>
<td>1 – 6, 9, 11, 12, 17, 22</td>
</tr>
<tr>
<td></td>
<td>#Referred: 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>#Interview: 5</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>Register #</td>
<td>#App:</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>------------</td>
<td>-------</td>
</tr>
<tr>
<td>Human Resource Specialist, Sr. (rehire)</td>
<td>15390</td>
<td>17</td>
</tr>
<tr>
<td>Human Resource Specialist, Sr.</td>
<td>16086</td>
<td>9</td>
</tr>
<tr>
<td>PTV Digital Broadcast Systems Operator (3 hired)</td>
<td>16205</td>
<td>7</td>
</tr>
<tr>
<td>IPTV Education Specialist (Moscow, ID)</td>
<td>5791</td>
<td>8</td>
</tr>
<tr>
<td>Community Education Facilitator (Eastern Idaho)</td>
<td>15897</td>
<td>12</td>
</tr>
<tr>
<td>Community Education Specialist (2 hires)</td>
<td>16489</td>
<td>31</td>
</tr>
<tr>
<td>PTV Multi-Media Specialist / Producer</td>
<td>17087</td>
<td>28</td>
</tr>
<tr>
<td>PTV Financial Specialist (re-hire of former employee)</td>
<td>17071</td>
<td>13</td>
</tr>
<tr>
<td>PTV Broadcast Field Engineer</td>
<td>17558</td>
<td>3</td>
</tr>
<tr>
<td>Administrative Assistant 2 – Charitable Giving (internal hire)</td>
<td>17765</td>
<td>21</td>
</tr>
<tr>
<td>Position</td>
<td>Register #</td>
<td>Applications</td>
</tr>
<tr>
<td>----------</td>
<td>------------</td>
<td>--------------</td>
</tr>
<tr>
<td>PTV Digital Broadcast Systems Operator</td>
<td>#16205</td>
<td>11</td>
</tr>
<tr>
<td>PTV Communications Specialist – Social Media</td>
<td>#18134</td>
<td>49</td>
</tr>
<tr>
<td>PTV Communications Specialist – AMGrad Jobs Explained</td>
<td>#18292</td>
<td>16</td>
</tr>
<tr>
<td>PTV Multi-Media Specialist - Producer</td>
<td>#18292</td>
<td>20</td>
</tr>
<tr>
<td>PTV Communications Manager (internal promotion)</td>
<td>#18416</td>
<td>22</td>
</tr>
<tr>
<td>PTV Digital Broadcast Systems Operator</td>
<td>#16205</td>
<td>17</td>
</tr>
</tbody>
</table>

**Master Recruitment Source List**

*Note: Idaho Public Television sends job announcements to a wide variety of recruiting sources, and actively adds new sources as they become known. However, all classified positions with the State of Idaho are required to be announced and hired through the State of Idaho Division of Human Resources (IDHR) recruiting portal per Idaho code, no matter where the applicant sees or receives the job announcement.

The State of Idaho utilizes a 3rd party Talent Acquisition Recruitment technology called NEOGOV across all State agencies including Idaho Public Television. This applicant tracking system (ATS) is dedicated to public sector employment for all levels of positions and provides an approved Job Class library, Job Postings, Requisition Files, and assigns a Register number for every job posting. Once the position is LIVE, it tracks the all-encompassing recruitment process for the position and applicants through the steps of the application, referral, interview, and hiring process.*
In addition, through partnerships established by IDHR, NEOGOV also facilitates automatic posting to the Idaho Department of Labor’s job posting portal, along with the job board Indeed which scrapes the NEOGOV posting site daily and automatically posts any LIVE job postings. While these are required and additional job board posting sources, all candidates are referred to and sent to the State of Idaho NEOGOV portal no matter where the applicant sees the announcement.

All positions are recruited following the State’s merit system rules and requirements. A more thorough explanation is reported in the narrative section of this report.

<table>
<thead>
<tr>
<th>Recruitment Source #</th>
<th>Recruitment Source Information</th>
<th>Number of Interviewees Referred by Recruitment Source Over Reporting Period</th>
</tr>
</thead>
</table>
| 1                    | State of Idaho Division of Human Resources  
700 W State St  
Boise ID 83720  
Taryn Ross  
taryn.ross@dhr.idaho.gov | 69 |
| 2                    | Idaho Department of Labor  
‘Idaho Works’ website  
219 W Main St  
Boise ID 83735  
Jani Revier  
Jani.revier@labor.idaho.gov | 0 |
| 3                    | Idaho Public Television  
1455 N Orchard St  
Boise ID 83706  
Michele Hinrichs  
208-373-7340  
http://idahoptv.org/about/careers.cfm | 0 |
| 4                    | Boise State University  
Career Center  
1910 University Drive  
Boise ID 83725  
208-426-1747  
https://www.boisestate.edu/jobs/ | 2 |
| 5                    | The College of Idaho  
2112 Cleveland Blvd  
Caldwell ID 83605  
208-459-5011  
Job Postings  
Sarah Crenshaw, HR  
screenshaw@collegeofidaho.edu | 0 |
<table>
<thead>
<tr>
<th></th>
<th>Organization</th>
<th>Address</th>
<th>Contact Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>CPB Jobline (website)</td>
<td>Corporate for Public Broadcasting</td>
<td>Amy Turman: 202-879-9600</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>401 Ninth St NW</td>
<td><a href="http://www.cpb.org">www.cpb.org</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Washington DC 20004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Idaho State University</td>
<td>Career Center</td>
<td><a href="mailto:careers@isu.edu">careers@isu.edu</a></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pocatello ID 83209</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>208-282-2380</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>College of Western Idaho</td>
<td>5500 E Opportunity Drive</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nampa ID 83687</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>208-562-3000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="https://cwi.edu/careers">https://cwi.edu/careers</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Current Magazine/MyPBS.ORG</td>
<td>1612 K Street NW, Suite 704</td>
<td>Emily Lowery 205-305-9988</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Washington DC 20006</td>
<td><a href="mailto:clientserv@jobtarget.com">clientserv@jobtarget.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>877-745-8776</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Idaho Nonprofit Center</td>
<td>5440 W Franklin, Suite 202</td>
<td>208-424-2229</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Boise ID 83705</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="https://idahononprofits.mcjobboard.net/jobs">https://idahononprofits.mcjobboard.net/jobs</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Idaho Public Television Facebook</td>
<td>1455 N Orchard St</td>
<td>208-373-7220</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Boise ID 83706</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.facebook.com/idahoptv.org">www.facebook.com/idahoptv.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Public Media Business Association PMBA</td>
<td>Sally Burroughs 703-506-2392</td>
<td><a href="mailto:sburroughs@pmbaonline.org">sburroughs@pmbaonline.org</a></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Dept. of Labor-Veterans</td>
<td><a href="https://www.labor.idaho.gov/dnn/Job-Seekers">https://www.labor.idaho.gov/dnn/Job-Seekers</a></td>
<td>(For engineering jobs)</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>---</td>
<td>----------------</td>
<td>----------------------------------------------------------------</td>
<td>---</td>
<td></td>
</tr>
</tbody>
</table>
|14 | Francisco Salinas, Director | Student Diversity and Inclusion  
Boise State University MS 1335, Student Union  
1910 University Drive  
Boise ID 83725-1335  
franciscosalinas@boisestate.edu  
sdi.boisestate.edu  
208-426-1411  
(Francisco) 208-426-1057 | 0 |
|15 | ISBA | Idaho State Broadcasters Association  
Connie Sorrell 208-345-3072  
ISBA@Qwestoffice.net | 0 |
|16 | National Association of Broadcasters | www.nab.org  
202-429-5300 Fax: 202-429-4199 | 0 |
|17 | NETA | PO Box 50008  
Columbia, SC 29250  
Maryanne Schuessler  
https://www.netaonline.org/careers-public-media | 0 |
|18 | SBE (Engineering jobs) | https://sbe.org/resources/jobs/  
Scott Jones  
kjones@sbe.org | 0 |
|19 | College of Eastern Idaho | 1600 25th E  
Idaho Falls ID 83404  
Human Resources 208-535-5422  
Fax 208-525-7026 | 0 |
|20 | University of Idaho | 875 Perimeter Drive  
Moscow ID 83844  
208-885-6111  
https://www.uidaho.edu/human-resources/careers | 0 |
|21 | Boise State Non-Profit Certificate Program | gundykaupins@boisestate.edu | 0 |
|22 | Idaho Public Television Instagram Acct | 1455 N Orchard St  
Boise ID 83706  
@idahoptv  
208-373-7220 | 0 |

TOTAL JOBS: 19  
TOTAL APPLICATIONS: 344  
TOTAL REFERRED: 196  
TOTAL INTERVIEWED: 71
Idaho Public Television FCC/EEOC Narrative

The report covers the following employment units:

<table>
<thead>
<tr>
<th>Call Sign</th>
<th>Facility ID Number</th>
<th>Type of Station</th>
<th>Location</th>
<th>DMA City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAID</td>
<td>62442</td>
<td>TV</td>
<td>Boise, ID</td>
<td>Boise, ID</td>
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<tr>
<td>KCDT</td>
<td>62424</td>
<td>TV</td>
<td>Coeur d’Alene, ID</td>
<td>Spokane, WA</td>
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<tr>
<td>KIPT</td>
<td>62427</td>
<td>TV</td>
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<td>Spokane, WA</td>
</tr>
</tbody>
</table>

The above named stations fall under Idaho Public Television. There are only three stations that are staffed: KAID (Boise, Idaho, the headquarters office of Idaho Public Television with a staff of 66 full-time employees and 21 part-time employees with a State-wide population of 1,973,752; KISU (Pocatello, ID with a staff of one part-time and two full-time employees and a population of 58,747; and KUID (Moscow, Idaho, with a staff of three and a population of 26,636. The agency-wide human resource management department located in Boise, Idaho, is responsible for implementing EEO policies in the three manned stations that comprise the organization.

For the period of this report, May 22, 2022 – May 21, 2023 there were no filed, pending, or resolved discrimination complaints involving the station during the station’s current license term.

In addition, we have no union agreements, and Idaho Public Television is not a religious broadcaster.

Idaho Public Television Equal Opportunity Employment Statement

Idaho PTV is committed to providing equal employment opportunities and prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

Idaho PTV employees are recruited, appointed, assigned and promoted on the basis of individual merit and meeting the qualifications of the Job Class of which they are being hired in accordance with the principles of fair treatment and non-discrimination on the basis of Title VII laws including but not limited to race, color, sex, religion, national origin, age or disability.

No question in any form on the application or in any examination shall be so framed as to elicit information concerning political or religious opinions or affiliations of any applicant, nor shall inquiry be made concerning such opinions or affiliation, and all disclosures thereof shall be disregarded.
State Board of Education Nondiscrimination Policy

Idaho Public Television is an agency under the Idaho State Board of Education and is compliant with this non-discrimination policy.

No one may be denied employment, denied renewal of a contract of employment, or dismissed from employment at any agency, institution, school or office under the governance of the Board because of race, color, national origin, religion, sex, age, disability, or veteran’s status except that an employee may be terminated for age pursuant to the retirement policy of the Board in Governing Policies and Procedures, Section II, subsection K.

Idaho Public Television Diversity and Inclusion Statement

It is the policy of Idaho Television to create an environment that supports diversity in all aspects of employment and in the daily operation of the enterprise. This diversity policy also carries over to the communities we serve through programming, community outreach, and our involvement in local and national organizations that promote diversity and inclusion.

At Idaho Public Television we value the contributions of each unique individual regardless of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, veteran status, religious or political beliefs or other ideologies. This policy not only applies to our employment practices but is manifested in our culture where we view diversity as a strength to be developed and encouraged.

We choose to take positive actions to promote and encourage diversity and the personal development of each full-time and part-time employee of our organization and include individuals representing diverse groups in internships to provide meaningful professional level experience to represent the diversity of the communities we serve, and to further public broadcasting’s commitment to education.

Idaho Public Television is committed to providing equal employment opportunities for all persons by complying and adhering to the non-discrimination policies and practices of the State of Idaho, the State Board of Education to whom our agency reports, and the Corporation for Public Broadcasting EEO requirements for grantees. As an entity of the State of Idaho, our selection process falls under merit selection principles. State agencies follow policies that assure that all employment related practices and decisions are made without discrimination, harassment, or prejudicial treatment because of race/ethnicity, color, religion, national origin, sex, sexual orientation, age, disability or protected veterans’ status. Executive positions are not required to go through this process, but there is an expectation that state agency hiring for executives will reflect a similar commitment and process.

In addition, Idaho PTV is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services that are available upon request. If any candidate requires an accommodation at any step in our recruitment process, they are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email ada.coordinator@dhr.idaho.gov.
Idaho Public Television supports the training of staff and managers in diversity awareness and non-discrimination. These trainings are offered in-house as well as through the Idaho Division of Human Resources and at educational conferences, seminars, and workshops our managers and staff attend.

Since lifting of COVID-19 health regulations and safety concerns, Idaho PTV’s internship program for college and university students was reinstated in 2022 with one paid intern and one volunteer intern, both participating in our Production department. Interns are participating in videography, program production, and writing. Interns are trained in various areas of broadcasting as a way to enhance future careers in the industry and it is our pleasure to continue this program and with goals of future expansion.

**Documentation of Recruitment Initiatives:**

The narrative above describes the scale of outreach initiatives conducted covering this annual report. Since the combined population statistics for the three station locations of this state-wide broadcaster employment unit exceed 250,000, Idaho Public Television must provide four initiatives in the two year licensing period. The separate report for May 22, 2022 – May 21, 2023 listed multiple outreach activities in five different FCC Menu categories. The additional activities recorded in this year’s report add to those activities and exceed the requirement for four outreach initiatives.

Outreach Initiatives for the year May 22, 2022 - May 21, 2023 are recorded in this report.

### RECRUITMENT INITIATIVES

<table>
<thead>
<tr>
<th>FCC Menu Category</th>
<th>Brief Description of Activity, Including Date(s) and Station Staff Involved</th>
</tr>
</thead>
</table>
| 5 Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment. | (1) **Production Department Intern January 2023 – June 2023:** One student from Boise State University (BSU) served an internship for three (3) college credit hours at BSU. This intern served under the tutelage of Melissa Davlin, an in-house Producer, Writer and Host of an on-air show called Idaho Reports. A similar partnership is expected to continue in the future.  
(2) **Developed an external apprenticeship** due to recruiting challenges attracting a qualified PTV Broadcast Field Engineer for our Moscow, Idaho office, the IdahoPTV Director of Technology, the Chief Engineer Regional for Moscow, Idaho, and the Chief Engineer State worked with IdahoPTV Human Resources to create an apprenticeship for the Broadcast Field Engineer position. The development took several months, and we hired our first apprentice in this position in April, 2022. Upon successful completion of the training program, the apprentice will be promoted to PTV Broadcast Field Engineer. |
<table>
<thead>
<tr>
<th>7</th>
<th>Participation in Scholarship Programs designed to assist students interested in pursuing a career in broadcasting.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advertise J.A. Schlaefle Memorial Scholarship</strong></td>
<td></td>
</tr>
<tr>
<td>This is a yearly scholarship established in memory of Jack Schlaefle, the first general manager of Idaho Public Television, for post-secondary level students majoring in the broad area relating to broadcasting. Selection of the scholarship winner is conducted each year by Jack Schlaefle’s widow and the management of Idaho Public Television. There were no applications received for this scholarship during the 2022-2023 reporting period.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8/9</th>
<th>Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Implemented new initiative to performance evaluation requirements.</strong></td>
<td></td>
</tr>
<tr>
<td>Implemented the Idaho Governor’s initiatives within the I-PERFORM evaluation process utilized by all agencies within the state of Idaho. I-PERFORM is an online form that supports a statewide performance management system for state agencies. In addition to the ability to document, create, review, finalize, and retrieve employee evaluation records, supervisors have the ability to quickly document day-to-day performance. For the first time employees were specifically rated for performance expectations in Professionalism, Promoting Responsible Government, Customer Focus, and Leadership qualities. Additionally, Developmental Objectives for achievement in the 2022-2023 evaluation period include such as:</td>
<td></td>
</tr>
</tbody>
</table>

- Be mentored by co-worker:
- Mentor a co-worker:
- Be trained in a specific software or editing program:
- Develop a training manual with process/procedures in all departments:
- Journalism classes:
- Produce content outline for new local program:
- Took college classes:
- Public speaking skills:
- Attend PBS meeting:
- State Class: Training on new recruiting/applicant tracking system:
- Community Outreach:
- Work with other state agencies:
- OJT training on studio engineering:
- Training to move up career ladder:
Cyber security training: (100% of employees)

Respectful workplace training: (100% of employees)

Performance management evaluations training: (100% of employees)

14 Provision of training to management level personnel as to methods of ensuring equal opportunity and preventing discrimination.

Ongoing each year

(1) The merit system used by the State of Idaho ensures that all applicants for state positions are evaluated in a fair manner that embodies values as shared by the Governor of the State of Idaho, and all other state agencies. The Human Resources Specialist, Senior provides job-based fact finding questions, and behavioral questions tied to preferred position requirements in order to obtain highly talented and skilled candidates. In addition, the HR Specialist, Sr. contacts, trains, informs, and educates interview panel members in preparation for interviews to maintain adherence to the above state goal.

(2) The HR Specialist, Sr., Michele Hinrichs, is a certified Professional in Human Resources since 2005 and has over 16 years’ experience. She is also a certified trainer for several state-wide training programs, including Myer’s Briggs Type Indicator (MBTI), Collaborate, What Motivates Me, Achieve Global’s Principles, and Qualities of Genuine Leadership, along with other programs.

(3) All employees complete required annual Respectful Workplace/Sexual Harassment Prevention training sponsored by the State of Idaho (rather than via Navex), with permission from CPB to make this substitution.

(4) The HR Specialist, Sr. attended the Boise Employment Law Seminar hosted by Parsons Behle and Latimer in September, 2022. The recommendations and learnings from the sessions are integrated into policy and practices within Idaho Public Television.

(5) The HR Specialist, Sr. conducted training with managers, supervisors, directors, and for the first time – employees, on the new I-PERFORM evaluation process to assist them in understanding the correlation between the performance standards as listed in the previous performance evaluation and the current performance expectations, and to achieve effective performance management established by a year-round partnership between the employee and the supervisor while creating a shared understanding about the work that is to be accomplished and how that work is to be done.
<table>
<thead>
<tr>
<th>16</th>
<th>Participation in other activities designed by the station reasonably calculated to further the goal of disseminating as to employment opportunities in broadcasting to job candidates that might otherwise be unaware of such opportunities.</th>
</tr>
</thead>
</table>
| Ongoing each year | **(1)** University of Idaho School of Journalism and Mass Media (JAMM) Activities include: JAMM enjoys a close professional association with University of Idaho graduates and supporters through their advisory board. Advisory board members contribute their knowledge, vision and experience to enable JAMM to meet and exceed their goals and to help chart a successful course for the future. Part-time employment and internship opportunities for college students at Idaho Public Television range from television and web production to education and outreach activities. JAMM utilizes Idaho Public Television’s facilities and staff throughout the year to teach their students and classes the principles of media production and technical aspects.  

**(2)** Certified Public Manager Program. Offered by the Idaho Division of Human Resources, CPM® is a nationally accredited comprehensive public management development program designed to develop the effectiveness of city, county, state, and federal public managers. Idaho PTV is proud to have three graduating in 2023: Aaron Kunz, Melissa Davlin, and Kari Wardle.  

**(3)** IPTV participated in the State of Idaho collective job fair to recruit prospective employees from across the state. Candidates represented anywhere from college students to advanced professionals in their field and included a very diverse population, such as demographics, age, |
ethnicities and education levels.

**Participation in the activities sponsored by the following community groups active in broadcast employment issues:**

(3) Idaho State Broadcasters Association (ISBA)
Maintains website for employment activities:
https://www.idahobroadcasters.org/index.php/jobs

Each year ISBA funds at least two $1,000 general scholarships and the Wayne C. Comils Memorial Scholarship for less advantaged students.

Applications are encouraged from students attending Idaho schools and preparing for a career in broadcasting. Such careers could include: business administration, sales, journalism, and engineering.
https://www.idahobroadcasters.org/index.php/scholarships

(4) Society of Broadcast Engineers (SBE)
Activities include involvement with SBE in which all interested parties are invited and encouraged to attend educational seminars.

(5) Idaho Press Club
Idaho Public Television’s production staff has been actively involved on the board of directors of the Idaho Press Club, including serving as regional and state chapter officers, hosting IPC meetings at the station, providing speakers for IPC “Headliner” luncheons, and leading teams that select IPC scholarship winners for college students and mid-career professionals. In early 2023, IPTV’s Melissa Davlin was elected President of the Idaho Press Club via a voting of her peers. Press Club Meetings are held monthly and are once again open to the public.

(6) National Academy of Television Arts and Sciences Northwest Chapter. Idaho Public Television production staff are/have been actively involved on the Governor’s board of the NATAS-NW chapter, including Joan Cartan-Hansen, Producer/Writer/ Host sits on the national governing board, presenting Northwest interests and is Chair of the Presidents’ Council made up of all 19 chapter president. This board oversees the selection of the Emmy awards, distribution of college scholarships and mentoring efforts. Ms. Cartan-Hansen’s appointment ends in late 2023.

(7) Participation in Handshake program.
Handshake is a program designed to recruit college students, either
as interns or following a program of study. Using Handshake, IdahoPTV publicizes employment opportunities to Idaho, Washington, Utah, and Oregon colleges and universities.

(8) Station Tours
Station tours, coordinated through the development department’s volunteer coordinator, allow anyone interested to have a look behind the scenes and find out more about Idaho Public Television. Station employees, ranging from development department employees to the general manager, are proud to show off the station to anyone interested in a guided tour of the facility. Groups large and small, from pre-school age children to students grades K-12, and even individual donors, can schedule an individualized tour of Idaho Public Television to learn more about how a public television station operates. Tours typically include a welcome, a tour of master control, a behind-the-scenes look at the TV studios and high-definition digital television cameras, and more. The interactive tour allows them to share their love of public television and gives them a greater connection to Idaho Public Television. Over the years, many groups from various schools, organizations and community groups have enjoyed learning more about the various functions of the station, the technology, and the people that bring Idaho Public Television into their homes. Group tours typically last an hour.

(9) The IPTV Education Department held a total of 67 public events from May 2022 through May 2023, focused on children from ages zero through eight, however, three events were held focusing on teens and tweens. Forty-eight events were child learning activities that took place in schools, libraries, parks, and various public settings, some of which were in conjunction with the Head Start program. Additionally, IPTV held six teacher trainings and five parent trainings in an effort to apply public television’s resources to early learning. IPTV’s education employees also attended the Idaho STEM Spring Conference in March 2023 in Eastern Idaho, and attended several STEM activities throughout the state during the reporting timeframe. This engagement in the community has proven successful in recruiting two education department personnel who are now employees of IPTV.

Idaho Public Television’s Process to Analyze Its EEO Recruitment Program

Idaho Public Television’s efforts to analyze its EEO recruitment program to ensure that it is effective in addressing any deficiencies include:

- Continually re-assessing our recruiting sources in an effort to provide the broadest outreach to possible candidate pools.
- Benchmarking our staff composition against statistics available on Idaho demographics.
- Building a diversified talent pipeline through our college internships and job fair opportunities.
Job fair opportunities were limited for much of the pandemic and IdahoPTV has plans to participate in job fairs during the 2022-2023 reporting period.

- Working with local veteran's employment agencies, and Maximus, an agency that works to help long-term employment.
- Participating in the Mountain Home Air Force Base Career Fair for service members and military spouses who are exiting military service and entering the civilian job market. While no such career fair was held during the height of the pandemic, IdahoPTV anticipates attending once again during the 2022-2023 reporting period.
- Hiring lists for each position are generated outside of the agency using the State’s merit system process and review of all candidate submissions by an outside subject matter expert using a template provided by the Division of Human Resources for each position. Our interview processes are based in using a set of job-related, behavioral interview questions that are posed to all qualified candidates. In addition, all interviews are group interviews consisting of a panel of managers and staff. A representative from Human Resources is present in each interview to ensure that a compliant interview is conducted.

Name of Respondent: Michele Hinrichs, Human Resource Specialist, Sr.

Signed By:

Jeff Tucker, General Manager
Idaho Public Television
jeff.tucker@idahoptv.org
Telephone: (208) 373-7220
Facsimile: (208) 373-7245
State of Idaho

PTV Digital Broadcast Systems Operator (On-The-Job Training Provided)

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Description

Are you a student looking for part-time work or an experienced person who wants some additional money working part-time up to 19.9 hours/week? This might be the job for you!

Idaho Public Television has a part-time position available as we are looking to complete our coverage team for our Master Control area. On-The-Job training will be provided. This position will provide coverage on nights, weekends, and some holidays as needed in partnership with coworkers on the Master Control Team. **Work schedules are from 5:20 a.m. to 3:15 p.m. or 3:10 p.m. to 1:05 a.m. one to two days per week.** This position is not benefitted and will be limited to 1,385 hours per year with most weeks working 10 hours to a maximum of 19.9 hours/week.

If you have an interest in broadcasting and television, technology, enthusiasm, love working within a team, and enjoy troubleshooting problems, this is the job for you!

We harness the power of public media to encourage lifelong learning, connect our communities and enrich the lives of all Idahoans. We Tell Idaho's Stories!

**Principal Responsibilities:**
This position is to provide on-air and off-air operations, monitoring, and daily system database management and troubleshooting of state of the art digital, HD broadcast television equipment.

The qualified person will monitor and update our computer automation systems to keep play and ingest lists current and accurate, will make critical adjustments required to ensure consistent programming content delivery. In addition, will monitor and ensure quality of audio and video transmission from program sources such as satellite feeds, video file servers and tapes.

**Example of Duties**

This is a career level position where incumbents work independently, and possess some knowledge in broadcast operation and functions.

- Operates on-air automation equipment to ensure accurate transmission of television signals in high-definition formats.
• Provides timely and accurate logging of transmitter readings and ensures on-air signals for multiple stations to comply with FCC regulations.
• Performs automation system maintenance activities and also performs system recovery on networked devices as required.
• Maintains database files for automation and correlates programming to operational and program logs.
• Receives, archives, quality assures and maintains files on digital servers from sources including digital tape; high definition, satellite, and in-house sources.
• Creation or editing of programming or interstitial spots for playback on air may be required.

Troubleshooting duties will include:

• Identify and evaluate software, operational and network problems and perform expedited procedures for minimal "on-air" disruptions.
• Accurately reports hardware/software problems to team and leaders and coordinates further diagnosis after initial recovery/intervention procedures have been performed.
• Coordinates with maintenance technicians to ensure timely implementation and resolution of system operational issues that adversely impact "on-air" program delivery.

Minimum Qualifications

Some knowledge of:

• "On-air" automation systems including file servers, switchers, graphic generators, video storage devices, playback VTRs, and audio sources, computer controlled editors
• Assemble and insert editing

Experience:

• Maintaining and operating computer databases
• Windows Operating Systems

Supplemental Information

This is a part-time, non-benefited position and will be limited to 1,385 hours per year with most weeks working between 10 hours to a maximum of 19.9 hours/week. Evening, weekend and holiday shift work is required. Work schedules are from 5:20 a.m. to 3:15 p.m. or 3:10 p.m. to 1:05 a.m. one to two days per week. On-The-Job training will be provided.

Idaho Public Television is an equal Opportunity Employer. Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy application requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.

HOW TO APPLY:

Please email your resume and a statement of interest to:
Joy Baker
Human Resources Associate
Idaho Public Television
e-mail: joyce.baker@idahoptv.org

Benefits

https://dhr.idaho.gov/StateEmployees/Benefits.html

*Benefits may not be applicable for temporary or seasonal positions.
**EEO/ADA/Veteran's Preference**

The State of Idaho is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws. The State of Idaho is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services are available upon request. If you require an accommodation at any step in our recruitment process, you are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email ada.coordinator@dhr.idaho.gov. Preference may be given to veterans who qualify under state and federal laws and regulations.

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**Agency**
State of Idaho

**Address**
304 North 8th Street
Boise, Idaho, 83720

**Website**
https://www.govtjobs.com/careers/idaho
# State of Idaho  
**PTV Executive Producer**

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## Description

Idaho Public Television has an exciting opportunity for an enthusiastic, dynamic, and talented leader to manage and grow our Production Team. This position's primary responsibilities include leading an expert and award winning team of production professionals and will also write and produce localized television programs and other video content. This role is crucial to continued success of our programming, honoring our legacy, and keeping Idaho Public Television viewers loyal and engaged.

If you are driven by creativity, providing timeless programming content, knowing your efforts impact many on a large scale, and leading an expert and skilled team with enthusiasm, this is the job for you!

Idaho Public Television is a PBS member station and Idaho's only statewide educational broadcast network. We are a state agency under the Idaho State Board of Education. Our nonprofit arm, The Friends of Idaho Public Television, Inc. provides private support for our content and educational content efforts and allows us to produce award-winning long form documentaries, quality public affairs, journalism, podcasts and educational events. We harness the power of public media to encourage lifelong learning, connect our communities, and enrich the lives of all Idahoans. We Tell Idaho’s Stories.

## Example of Duties

The Executive Producer directs and manages the Idaho Public Television Production team including building strategy and implementing goals, establishing policies and procedures; managing and adhering to contracts and budgets; and ensuring coordination of activities with other related operations. This role plans, organizes, directs, and evaluates staff and related activities including alignment to production department goals and objectives and re-
allocating resources as needed.

The incumbent directs the development of local television programs. This includes evaluating program content, writing, reporting, producing, establishing programming objectives, staffing, and directing programs. The Executive Producer is also a working member of the Production team and creates television programs and is actively involved in the writing, reporting, and producing of local productions. The Executive Producer also serves as a member of the agency’s leadership team.

In addition, this role serves as a coordinator for agency operations and intergovernmental relations with other state departments to collaborate on services, program concepts, research, scripts, talent recruitment and financial resources. The Executive Producer serves as the main liaison between production department operations and production management and coordinates efforts among various operational units. This position works closely with other Programs including Engineering, Programming, Charitable Giving, Communications/Marketing and Education Services to create and maintain quality programming and effective utilization of resources.

Other duties include hires, trains, and evaluates full-time, part-time, temporary, volunteer and intern staff and manages employee relations issues in partnership with Human Resources for assigned areas of responsibility. An individual in this position provides budget, business, and fiscal management for Production program projects and operations.

Performs any combination of related work as a leader and individual contributor in benefit of IdahoPTV’s success.

Minimum Qualifications

MINIMUM QUALIFICATIONS

Experience:
Performing journalistic research and investigations, writing and editing scripts suitable for television broadcasting and establishing time frames and meeting production deadlines.

Conducting a television program and appearing as narrator, reporter, or interviewer; organizing and scheduling a production team on location.

Preparing and working within an established budget for television program, maintaining records of expenses, time, personnel, facilities, and copyrights for section reports, and preparing, monitoring and evaluating budgets.

Supervising staff.

Good knowledge of:
FCC rules and regulations regarding public broadcast restrictions including equal time applications.

Some knowledge of:
Capabilities and operation of television switchers, character generators, electronic media, video storage, and editing equipment.

Management principles and practices.

Supplemental Information

https://www.govemmentjobs.com/careers/idaho/jobs/newprint/3538580
To learn more about the Idaho Public Television, please visit our website at idahoptv.org. Please include a copy of your resume with your application.

Working for the state offers the ability to easily balance work and life commitments, including benefits such as telecommuting, flexible work schedule, PERSI retirement, medical/dental insurance, a wellness program and state-facilitated training.

Tuition Reduction and College Credit Benefits available, as we are an agency operating under the State Board of Education.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.

**Benefits**

https://dhr.idaho.gov/StateEmployees/Benefits.html

*Benefits may not be applicable for temporary or seasonal positions.

**EEO/ADA/Veteran's Preference**

The State of Idaho is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws. The State of Idaho is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services are available upon request. If you require an accommodation at any step in our recruitment process, you are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email ada.coordinator@dhr.idaho.gov. Preference may be given to veterans who qualify under state and federal laws and regulations.

**Agency**

State of Idaho

**Address**

304 North 8th Street

Boise, Idaho, 83720

**Website**

https://www.governmentjobs.com/careers/idaho

**PTV Executive Producer Supplemental Questionnaire**

**QUESTION 1**

MQ1: Please select one (1) of the following that represents how you have obtained some knowledge of management principles and practices that included all the essential elements of management (Planning, Organizing, Leading, and Controlling): Typically gained by the successful completion of at least one (1) upper division college-level course, or approximately 60 hours of management training, that included all the essential elements of management (i.e., planning, organizing, leading, and
controlling); OR completion of the eight (8) courses comprising the Idaho Division of Human Resources Supervisory Academy; OR completion of the Idaho Certified Public Manager program; OR one (1) year or more of work experience as a supervisor.

- I do not have knowledge of management principles and practices
- I have completed one (1) or more college-level management related courses that included all the essential elements of management (Planning, Organizing, Leading, and Controlling)
- I have completed the courses comprising the Idaho Division of Human Resources Supervisory Academy
- I have sixty (60) or more hours of management training experience that included all the essential elements of management (Planning, Organizing, Leading, and Controlling)
- I have one (1) or more years of experience as a supervisor
- I have completed the Idaho Certified Public Manager program

**QUESTION 2**

MQ2: Describe how you have gained experience supervising staff. Typically gained by one (1) year of work experience providing leadership and supervision of professional staff. NOTE: When describing experience, include dates and primary job duties.

**QUESTION 3**

MQ3: Describe how you have gained experience preparing and working within an established budget for television program, maintaining records of expenses, time, personnel, facilities, and copyrights for section reports, and preparing, monitoring and evaluating budgets. Typically gained by working in a lead or manager position for two (2) or more years in a journalism, broadcasting or mass communications setting in a related position and a Bachelor's degree in journalism, mass communications, or closely related field. Any combination of relevant education and experience may be substituted for the educational requirements on a year-for-year basis. NOTE: When describing experience, include dates and primary job duties. When describing education, include degree major and/or coursework covered.

**QUESTION 4**

MQ4: Describe how you have gained experience conducting a television program and appearing as narrator, reporter, or interviewer; organizing and scheduling a production team on location. Typically gained working in a lead or manager position for two (2) years in a journalism, broadcasting or mass communications setting and a bachelor's degree in journalism, mass communications, or closely related field. Any combination of relevant education and experience may be substituted for the educational requirements on a year-for-year basis. NOTE: When describing experience, include dates and primary job duties. When describing education, include degree major and/or coursework covered.

**QUESTION 5**

MQ5: Describe how you have gained experience performing journalistic research and investigations, writing and editing scripts suitable for television broadcasting and establishing time frames and meeting production deadlines. Typically gained by a bachelor's degree in journalism, mass communications, or closely related field and at least two (2) years of related experience. Any combination of relevant education and experience may be substituted for the educational requirements on a year-for-year basis. NOTE: When describing experience, include dates and primary job duties. When describing education, include degree major and/or coursework covered.

**QUESTION 6**

MQ6: Describe how you have some knowledge of the capabilities and operation of television switchers, character generators, electronic media, video storage, and editing equipment. Typically gained by the completion of two (2) upper division college level courses OR at least one (1) year of experience in a professional video production/broadcast setting. NOTE: When describing experience, include dates and primary job duties. When describing education, include title of the course and covered topics.
*QUESTION 7

MQ7: Describe how you have acquired good knowledge of FCC rules and regulations regarding public broadcast restrictions including equal time applications. Typically gained by a bachelor’s degree in journalism, mass communications, or closely related field and at least two (2) years of writing or television producing/writing. Any combination of relevant education and experience may be substituted for the educational requirements on a year-for-year basis. NOTE: When describing experience, include dates and primary job duties. When describing education, include degree major and/or coursework covered.

* Required Question
State of Idaho

PTV Director/Videographer - OUTDOOR IDAHO

**Salary**  $18.23 - $39.05 Hourly

**Job Type**  Full Time

**Location**  Boise, ID

**Job Number**  15123

**Department**  Idaho Public Television

**Opening Date**  07/08/2022

**Closing Date**  8/5/2022 11:59 PM Mountain

**Description**

Idaho Public Television has a rare and exciting opportunity to join our OUTDOOR IDAHO team! We are looking for a Videographer/Director with experience in, and a love for Idaho’s remote and wild places. You will shoot original long form and short form video content as well as edit and direct for a statewide television audience accustomed to seeing the natural beauty of the State of Idaho. You’ll have an exciting opportunity to operate in the world of single camera electronic field production (EFP), multi-camera studio, or remote programs and productions, tape and file-based workflow and non-linear editing, and all the related work that goes with content for the long time awarding winning broadcast OUTDOOR IDAHO.

This is not a job for the casual outdoors person. This person must have a passion for the outdoors and enjoy the challenges that come with working in a sometimes remote and rugged environment. Activities could involve hiking, climbing mountains, rafting rivers, skiing, snow-shoeing or horseback riding and so much more! It is truly a once in a lifetime opportunity!

Join our award winning team as part of the only statewide educational broadcast network. We are an independent, nonprofit broadcast organization producing award-winning journalism, podcasts and events. Paid Tuition Reduction and College Credit Benefits available as we are an agency operating under the State Board of Education. We harness the power of public media to encourage lifelong learning, connect our communities, and enrich the lives of all Idahoans. We tell Idaho’s stories!

**Example of Duties**

**Videographer**

- Has a strong knowledge of current EFP field camera equipment.
• Able to position video cameras to determine appropriate composition of shots.
• Operates and uses sound and portable lighting equipment.
• Anticipates and visualizes production into final long or short form segment.
• Has a strong understanding of sequencing shots for use in final programs.
• Has a strong understanding of natural lighting and how it relates to the final edit.
• Is able to carry video equipment.

Director

• Works with documentary producer/writer, executive producer, and production manager to direct the look and feel of long form broadcast programs. This includes editing and color correcting footage from numerous sources to meet PBS, FCC, and Idaho PTV standards.
• Directs and coordinates camera operators or self in positioning, movement, and sequence of shots.
• Directs and coordinates supporting video and photo materials for use in long form productions.
• Determines creative style or treatment of file-based material used in a production during post production.
• Operates professional broadcast-style and DSLR cameras.
• Familiar with formats such as HDCam, XDCam and 4K and is very knowledgeable in file-based formats and workflows.
• Has a strong understanding of video operations and non-linear editing.
• Understands file transcoding and encoding, still image manipulation software (such as Photoshop), audio board, studio and field cameras.
• Has good working knowledge of ENG field and studio lighting and production.
• Has some knowledge of current FCC closed caption requirements.

Minimum Qualifications

MINIMUM QUALIFICATIONS

• Good knowledge of various video artistic styles, methodologies and effects.

Experience:

• In a professional broadcast environment
• Operating EFP and professional video camera equipment
• Organizing and scheduling a TV production team in the studio and remote locations
• Operating sound and portable lighting equipment
• Operating television switcher
• Directing live multi-camera studio and remote television productions
• Directing and videography for single camera field-based productions
• Working with tape format and file-based video equipment such as HDCam, XDCam and 4K
• Operating tape and non-linear video equipment
• Valid Driver’s License

Specialties:

• Good knowledge of camping, survival, backcountry safety methods
• Ability to navigate in places where cell service may not be available to include the use of maps
• Physical ability to walk over rough and steep terrain
• Ability to lift and carry up to 50 lbs.

PREFERRED QUALIFICATIONS

• Willingness to shoot video in the outdoors for extended periods of time in all of Idaho’s seasons which will include inclement hot and cold weather conditions.
• Willingness to work different times of the day outside of 8am to 5pm, or extended periods of time in order to film during optimal light time periods, including early mornings and evenings near sunset.
• Some ability in outdoor activities including but not limited to skiing, snow shoeing, hiking, rafting, biking, swimming, mountain climbing, operating recreational vehicles, and other recreation/outdoor activities in order to travel to and from remote

https://www.governmentjobs.com/careers/idaho/jobs/newprint/3624954
Supplemental Information

While this is an exciting opportunity, this position will include varying levels of hiking, backpacking, operating recreational vehicles, traversing rugged terrain, rafting/boating, horseback riding, skiing, and snowshoeing just to name a few. In addition, must be willing to go camping and sleep in tents for multiple days to get those perfect shots as required for OUTDOOR IDAHO. This position is heavily focused on outdoor videography. Freelance work is allowed when it does not conflict with this full-time position.

To learn more about the Idaho Public Television, please visit our website at: idahoptv.org.

Please include a copy of your resume with your application. Candidates that reach the interview process, please be prepared to provide a sample of your work.

Working for the state offers the ability to easily balance work and life commitments, including benefits such as telecommuting, flexible work schedule, PERSI retirement, medical/dental insurance, a wellness program and state-facilitated training.

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Benefits

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The State of Idaho is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services are available upon request. If you require an accommodation at any step in our recruitment process, you are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email ada.coordinator@dhr.idaho.gov. Preference may be given to veterans who qualify under state and federal laws and regulations.

Agency
State of Idaho

Address
304 North 8th Street
Boise, Idaho, 83720

Website
https://www.governmentjobs.com/careers/idaho
PTV Director/Videographer - OUTDOOR IDAHO Supplemental Questionnaire

* QUESTION 1

MQ1: DIRECTING Please describe your experience (if none please state): a. Directing and shooting single camera field based video productions, including operating field based video productions, including operating field based videotape camera equipment; Be sure to include artistic styles, techniques, and methodologies of the field videography used. b. With live/taped live studio and/or remote multi-camera video productions. c. Setting the mood, tone, and pacing of longer and shorter video segments. d. Please describe your experience operating the following equipment. List model names/numbers where applicable: - Video switcher - Character generator - Frame synchronizers, aspect ratio and up/down converters - Analog and/or digital audio boards This experience is typically gained by a four (4) year broadcast communications or video production college degree AND a minimum of one years' experience in a professional video production/broadcast setting OR five or more years related experience.

* QUESTION 2

MQ2: Please describe your experience organizing and scheduling a TV production team in the studio and remote locations. Please include any camera operator/control room experience working on live/taped live studio based productions. This is typically gained by a four (4) year broadcast communications or video production college degree AND a minimum of two (2) years of experience in a professional video production/broadcast setting OR four years related experience in a professional video production/broadcast setting that included some experience in video production or professional broadcast setting performing the above duties.

* QUESTION 3

MQ3: VIDEOGRAPHY Please describe your knowledge of shot composition, movement and sequencing as it relates to short and long form documentary production as well as promotional production videography. Include any experience or knowledge you may have with field and studio lighting and audio and multiple camera blocking techniques. Specify your specific role on the project, the specific area you handled, and your technical duties. Please include in your response any experience directing single camera remote broadcast productions; operating field production and camera equipment; operating portable lighting equipment and field sound equipment; include any field-based audio, lighting and grip equipment experience. Also address specifics regarding your knowledge of video artistic styles, techniques, and effects. Typically gained by a related vocational education or related associates degree AND a minimum of two years of experience in a professional video production/broadcast setting OR four years related experience in a professional video production/broadcast setting.

* QUESTION 4

MQ4: EDITING Please describe your experience operating the following equipment. List models and versions where applicable. Also, discuss video formats you have used and workflows you have enlisted in your projects. - Nonlinear editing systems and mass storage systems; - Still and 2-D image manipulation software; - Encoding software/hardware. This is typically gained by a related vocational education or related associates degree AND a minimum of two years of experience in a professional video production/broadcast setting OR four years related experience in a professional video production/broadcast setting. Experience must include operating nonlinear video editing equipment and some experience operating still and 2-D image manipulation software and video encoding software/hardware.

* QUESTION 5

MQ5: Do you have a valid driver's license?

☐ Yes
**QUESTION 6**
MQ6 Specialty: Do you have good knowledge of camping, survival, back country safety methods? Typically gained by multiple experiences in the above listed activities that could include taking survival and/or backcountry safety training related courses OR a minimum five years experience camping, successfully navigating the backcountry.
- Yes
- No

**QUESTION 7**
MQ7 Specialty: Do you have the ability to navigate in places where cell service may not be available to include the use of maps? Typically gained by having existing knowledge and ability to read maps, use navigational equipment such as a compass or GPS technology.
- Yes
- No

**QUESTION 8**
MQ8 Specialty: Do you have the physical ability to walk over rough and steep terrain with or without reasonable accommodation?
- Yes
- No

**QUESTION 9**
MQ9 Specialty: Please confirm you have the ability to lift and carry heavy production equipment up to 50 pounds with or without reasonable accommodation.
- Yes
- No

**QUESTION 10**
PQ1: Do you have a willingness to work in the outdoors for extended periods of time in all of Idaho's seasons, which will include inclement hot and cold weather conditions?
- Yes
- No

**QUESTION 11**
PQ2: Do you have a willingness to work different times of the day outside of 8am to 5pm, or extended periods of time in order to film during optimal light time periods, including but not limited to early mornings and evenings near sunset?
- Yes
- No

**QUESTION 12**
PQ3: Explain how you have some experience in outdoor activities including but not limited to skiing, snow shoeing, hiking, rafting, biking, swimming, mountain climbing, operating recreational vehicles, and other recreation/outdoor activities in order to travel to and from remote locations. Typically gained by participating in any combination of the above mentioned activities or others not listed; with a proficiency beyond a beginner level.
* Required Question
State of Idaho

Human Resource Specialist, Senior

**SALARY**  
$30.00 - $33.50 Hourly  
$62,400.00 - $69,680.00 Annually

**JOB TYPE**  
Full Time

**LOCATION**  
Boise, ID

**REMOTE EMPLOYMENT**  
Flexible/Hybrid

**JOB NUMBER**  
16086

**DEPARTMENT**  
Idaho Public Television

**OPENING DATE**  
09/07/2022

**CLOSING DATE**  
9/15/2022 11:59 PM Mountain

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**Description**

Idaho Public Television (IdahoPTV) is seeking a dynamic Human Resources (HR) professional who wants to be a part of the transformation of Idaho's awarding-winning broadcast team! You will have an opportunity to make an impact at the core by building strategy and implementing the future. As IdahoPTV's Human Resource Specialist, Senior (HRSS) you will contribute to carrying the legacy of IdahoPTV's foundational values of being an accessible and trusted resource to the community that challenges the mind, sparks curiosity and promotes learning, collaboration and understanding. If you enjoy working with creative minds, passionate colleagues, and know every day you make a positive difference, this job is for you!

As the HRSS with IdahoPTV you will provide HR consultation with the leadership team, supervisors, and employees in recruitment, compensation, benefits, employee relations, performance management, policy interpretation, organizational planning, and training. This position works through sensitive personnel issues, Family Medical Leave Act (FMLA) leave, Americans with Disabilities Act (ADA) accommodations, and recruitment strategies. This is a full-time position with benefits located at our Boise Office.

Join our award-winning team as part of the only statewide educational broadcast network. We are an independent, nonprofit broadcast organization producing award-winning journalism, podcasts and events.

We harness the power of public media to encourage lifelong learning, connect our communities, and enrich the
lives of all Idahoans. We tell Idaho’s stories!

As an agency operating under the State Board of Education, we are able to offer our full-time employees reduced tuition and fees at state universities and colleges.

**Example of Duties**

- Plans, organizes, and conducts job analysis and classification studies, recommends appropriate position classifications.
- Approves job descriptions including associated essential job functions.
- Administers and evaluates effectiveness of recruitment goals, policies, procedures, plans and coordinates recruitment and advertising campaigns.
- Compiles data, information and documentation on compensation and salary, prepare reports, and makes recommendations.
- Consults with supervisors on salary issues such as equitable pay and merit increases.
- Interprets and explains HR related laws, rules and policies for management and staff.
- Monitors and evaluates compliance with applicable HR laws, rules, policies, and procedures. Manages personnel and medical files for all staff members.
- Reviews personnel actions and employment activities for compliance with federal, state and agency rules, policies, and procedures.
- Coordinates and promotes agency and HR training, as well as organizing annual open enrollment for benefits.
- Consults with and advises management, supervisors, and employees on employee relations issues.
- Lead for all personnel-related corrective and disciplinary action.
- Participates with manager to deliver Notices of Contemplative Action (NOCA), and Letters of Disciplinary Action (LODA).
- Assists employees and supervisors in the problem-solving process.
- Investigates alleged discrimination/harassment complaints and makes recommendations to management.
- Works with all levels of management regarding performance management process, including ways to address performance issues, assisting with the development of performance evaluations, delivery, and oversight of Performance Improvement Plans (PIP).
- Coordinates FMLA and the interactive process for accommodations through the ADA.
- Coordinates the worker’s compensation claims process and ensures accurate and timely submissions to State Insurance Fund (SIF).

**Minimum Qualifications**

- Good knowledge of:
  - human resource administration;
  - equal employment opportunity concepts and legal requirements.

- Experience:
  - interpreting, applying, and explaining laws or rules;
  - researching and preparing reports and recommendations;
  - conducting in-depth interviews.

**Supplemental Information**

To learn more about the Idaho Public Television, please visit our website at: [idahoptv.org](http://idahoptv.org).

*Please include a copy of your resume with your application.*

Working for the state offers the ability to easily balance work and life commitments, including benefits such as telecommuting, flexible work schedule, PERSI retirement, medical/dental insurance, a wellness program and state-facilitated training.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.
Preference may be given to veterans who qualify under state and federal laws and regulations.

Benefits

https://dhr.idaho.gov/StateEmployees/Benefits.html

*Benefits may not be applicable for temporary or seasonal positions.

EEO/ADA/Veteran's Preference

The State of Idaho is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

The State of Idaho is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services are available upon request. If you require an accommodation at any step in our recruitment process, you are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email ada.coordinator@dhr.idaho.gov.

Preference may be given to veterans who qualify under state and federal laws and regulations.

Agency
State of Idaho

Address
304 North 8th Street
Boise, Idaho, 83720

Website
https://www.govemmentjobs.com/careers/idaho

Human Resource Specialist, Senior Supplemental Questionnaire

*QUESTION 1

Minimum Qualification #1: Please describe how you have gained good knowledge of human resource administration.

Please include in your response your experience in specific human resource areas such as job classification/job families, employee relations/problem solving/grievance systems, etc.

Typically, this background is gained through:

Successful completion of at least two (2) college courses in human resource administration or a related field, e.g., Human Resource Management, Organizational Theory, etc.; AND at least one (1) year of experience where predominant responsibilities were in the following areas: recruitment and selection process, performance evaluation and systems, job classification/job families, employee relations/problem solving, and/or salary administration;

OR,

Successful completion of the core requirements for a Bachelor's Degree in Human Resource Administration or closely related
field (if you possess a degree in a closely related field and have completed human resource administration coursework, please list specific related courses);

OR,

Five (5) or more years of experience where predominant responsibilities were in the following areas: recruitment and selection process, performance evaluation and systems, job classification/job families, employee relations/problem solving, and/or salary administration.

*QUESTION 2

Minimum Qualification #2: Please describe your experience researching and preparing reports and recommendations.

Typically, this background is gained through at least six (6) months of experience researching and compiling information in order to prepare reports that include recommendations.

*QUESTION 3

Minimum Qualification #3: Please describe your experience conducting in-depth interviews.

Typically, this background is gained through at least one (1) year of experience where conducting interviews was a predominant responsibility of the job.

Interviews may be employment interviews, job audit interviews, investigations or other types of interview situations where information gathered was used in making decisions that had a significant impact or had high consequence of error. General reception experience is non-qualifying.

*QUESTION 4

Minimum Qualification #4: Please describe how you have gained good knowledge of equal employment opportunity concepts and legal requirements.

Typically, this background is gained through:

At least two (2) years of experience reviewing personnel actions for compliance with these concepts and requirements;

OR, experience applying this knowledge in order to recruit, select staff, validate tests, plan development/compliance, etc.;

OR, successful completion of six (6) credits of upper division or graduate level college coursework covering these concepts;

OR, seminars/training sessions of at least 20 hours covering these concepts.

*QUESTION 5

Minimum Qualification #5: Please describe your experience interpreting, applying, and explaining laws and rules.

Typically, this background is gained through at least one (1) year of work experience with responsibility for interpreting, applying and explaining laws and rules for compliance with federal and state employment laws.

* Required Question
State of Idaho

Human Resource Specialist, Senior

**SALARY**  
$30.00 - $33.50 Hourly  
$62,400.00 - $69,680.00 Annually

**JOB TYPE**  
Full Time

**LOCATION**  
Boise, ID

**REMOTE EMPLOYMENT**  
Flexible/Hybrid

**JOB NUMBER**  
15390

**DEPARTMENT**  
Idaho Public Television

**OPENING DATE**  
07/22/2022

**CLOSING DATE**  
8/7/2022 11:59 PM Mountain

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**Description**

Idaho Public Television (IdahoPTV) is seeking a dynamic Human Resources (HR) professional who wants to be a part of the transformation of Idaho’s awarding-winning broadcast team! You will have an opportunity to make an impact at the core by building strategy and implementing the future. As IdahoPTV’s Human Resource Specialist, Senior (HRSS) you will contribute to carrying the legacy of IdahoPTV’s foundational values of being an accessible and trusted resource to the community that challenges the mind, sparks curiosity and promotes learning, collaboration and understanding. If you enjoy working with creative minds, passionate colleagues, and know every day you make a positive difference, this job is for you!

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Join our award-winning team as part of the only statewide educational broadcast network. We are an independent, nonprofit broadcast organization producing award-winning journalism, podcasts and events.

We harness the power of public media to encourage lifelong learning, connect our communities, and enrich the
lives of all Idahoans. We tell Idaho’s stories!

As an agency operating under the State Board of Education, we are able to offer our full-time employees reduced tuition and fees at state universities and colleges.

Example of Duties

- Plans, organizes, and conducts job analysis and classification studies, recommends appropriate position classifications.
- Approves job descriptions including associated essential job functions.
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- Compiles data, information and documentation on compensation and salary, prepare reports, and makes recommendations.
- Consults with supervisors on salary issues such as equitable pay and merit increases.
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- Monitors and evaluates compliance with applicable HR laws, rules, policies, and procedures. Manages personnel and medical files for all staff members.
- Reviews personnel actions and employment activities for compliance with federal, state and agency rules, policies, and procedures.
- Coordinates and promotes agency and HR training, as well as organizing annual open enrollment for benefits.
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- Participates with manager to deliver Notices of Contemplative Action (NOCA), and Letters of Disciplinary Action (LODA).
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- Coordinates FMLA and the interactive process for accommodations through the ADA.
- Coordinates the worker's compensation claims process and ensures accurate and timely submissions to State Insurance Fund (SIF).

Minimum Qualifications

- Good knowledge of:
  - human resource administration;
  - equal employment opportunity concepts and legal requirements.

- Experience:
  - interpreting, applying, and explaining laws or rules;
  - researching and preparing reports and recommendations;
  - conducting in-depth interviews.

Supplemental Information

To learn more about the Idaho Public Television, please visit our website at: idahoptv.org.

*Please include a copy of your resume with your application.*

Working for the state offers the ability to easily balance work and life commitments, including benefits such as telecommuting, flexible work schedule, PERSI retirement, medical/dental insurance, a wellness program and state-facilitated training.

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Preference may be given to veterans who qualify under state and federal laws and regulations.

**Benefits**

https://dhr.idaho.gov/StateEmployees/Benefits.html

*Benefits may not be applicable for temporary or seasonal positions.

**EEO/ADA/Veteran's Preference**

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**Agency**

State of Idaho

**Address**

304 North 8th Street

Boise, Idaho, 83720

**Website**

https://www.govemmentjobs.com/careers/idaho

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**Human Resource Specialist, Senior Supplemental Questionnaire**

*QUESTION 1*

Minimum Qualification #1: Please describe how you have gained good knowledge of human resource administration.

Please include in your response your experience in specific human resource areas such as job classification/job families, employee relations/problem solving/grievance systems, etc.

Typically, this background is gained through:

Successful completion of at least two (2) college courses in human resource administration or a related field, e.g., Human Resource Management, Organizational Theory, etc.; AND at least one (1) year of experience where predominant responsibilities were in the following areas: recruitment and selection process, performance evaluation and systems, job classification/job families, employee relations/problem solving, and/or salary administration;

OR,

Successful completion of the core requirements for a Bachelor's Degree in Human Resource Administration or closely related
field (if you possess a degree in a closely related field and have completed human resource administration coursework, please list specific related courses);

OR,

Five (5) or more years of experience where predominant responsibilities were in the following areas: recruitment and selection process, performance evaluation and systems, job classification/job families, employee relations/problem solving, and/or salary administration.

*QUESTION 2

Minimum Qualification #2: Please describe your experience researching and preparing reports and recommendations.

Typically, this background is gained through at least six (6) months of experience researching and compiling information in order to prepare reports that include recommendations.

*QUESTION 3

Minimum Qualification #3: Please describe your experience conducting in-depth interviews.

Typically, this background is gained through at least one (1) year of experience where conducting interviews was a predominant responsibility of the job.

Interviews may be employment interviews, job audit interviews, investigations or other types of interview situations where information gathered was used in making decisions that had a significant impact or had high consequence of error. General reception experience is non-qualifying.

*QUESTION 4

Minimum Qualification #4: Please describe how you have gained good knowledge of equal employment opportunity concepts and legal requirements.

Typically, this background is gained through:

At least two (2) years of experience reviewing personnel actions for compliance with these concepts and requirements;

OR, experience applying this knowledge in order to recruit, select staff, validate tests, plan development/compliance, etc.;

OR, successful completion of six (6) credits of upper division or graduate level college coursework covering these concepts;

OR, seminars/training sessions of at least 20 hours covering these concepts.

*QUESTION 5

Minimum Qualification #5: Please describe your experience interpreting, applying, and explaining laws and rules.

Typically, this background is gained through at least one (1) year of work experience with responsibility for interpreting, applying and explaining laws and rules for compliance with federal and state employment laws.

* Required Question
State of Idaho
IPTV Education Specialist

**SALARY**
$23.31 - $25.50 Hourly
$48,484.80 - $53,040.00 Annually

**JOB TYPE**
Limited Service

**LOCATION**
Moscow, ID

**REMOTE EMPLOYMENT**
Flexible/Hybrid

**JOB NUMBER**
15791

**DEPARTMENT**
Idaho Public Television

**OPENING DATE**
09/21/2022

**CLOSING DATE**
10/7/2022 11:59 PM Mountain

**Description**

This position is located in the Idaho panhandle region and the incumbent must have the ability to commute within this territory including but not limited to Latah, Benewah, Shoshone, Kootenai, Bonner, Nez Perce, and Boundary counties.

As an Education Specialist, you would contribute directly to advancing Idaho Public Television’s mission to encourage lifelong learning, connect our communities, enrich the lives of all Idahoans, and tell Idaho’s stories.

This is a limited service position funded by a grant and is expected to last approximately three years with the possibility of continued service upon expiration of the grant.

It is the policy of Idaho Public Television to create an environment that supports diversity in all aspects of employment and in the daily operation of the enterprise. This diversity policy also carries over to the communities we serve through programming, community outreach, and our involvement in local and national organizations that promote diversity and inclusion.

**Example of Duties**

**Primary Role & Responsibilities**
The Education Specialist will:

- Share IdahoPTV and PBS KIDS content and resources with parents, educators, and early learning community organizations through educational events, workshops, and trainings.
- Organize, plan, and facilitate family learning activities, afterschool programs, camps, workshops, and educator trainings that promote IdahoPTV education efforts, PBS KIDS resources, and the utilization of educational media to improve student achievement and facilitate learning through a variety of media-rich, interactive learning experiences for learners and families.
- Cultivate and maintain partnerships with educators, libraries, afterschool programs, community partners, school districts, and other educational organizations to facilitate learning through a variety of media-rich, interactive learning experiences at community events.
• Collaborate on grant proposal preparation, execution, and rigorous reporting requirements, including managing and adhering to project budgets.
• Take a participatory and inclusive design approach to projects: using and establishing new ways of inviting audience and partner input, testing, and feedback.
• In collaboration with the Education Manager and communications team, integrate social media event-related messaging, including Twitter and Facebook, into outreach events.
• Work quickly, creatively, professionally, and calmly in high energy, deadline-based environment. Handle multiple tasks and priorities.
• Collaborate with IdahoPTV education and outreach staff, production staff, and communication colleagues to develop and feature a consistent voice and experience for our users across products and content areas.
• Ensure that work products and organizational interactions engage diverse perspectives.
• Assist with other IdahoPTV educational initiatives as needed.
• Other duties as assigned.

Essential Job Functions:
• Listening, speaking, writing, and collaboration skills to work effectively with colleagues across departments and partner organizations.
• Ability to advocate for new ideas and push initiatives through to completion.
• Ability to plan, coordinate, create, and provide oversight of multiple, simultaneous projects.
• Ability to sit or stand for extended periods of time, including extended workdays or work weeks when on deadline or managing events.
• Calm and resourceful responses when challenges occur, or when schedule is unexpectedly disrupted or under tight deadlines.
• Ability to work evenings, weekends, and occasional overnight travel.

Minimum Qualifications

Experience:
• Researching, planning, developing, writing, and evaluating educational programs for specific audiences and modalities
• Using a personal computer for word processing, spread sheets and desk top publishing.
• Preparing and delivering educational talks to groups.

Preferred Qualifications:
• Classroom experience as a teacher or aide.
• A Teaching certificate.
• Experience utilizing technology in an educational setting to enhance learning.
• The ability to read, speak and write Spanish.
• Bachelor’s degree in Education or equivalent combination of education and experience serving children, families, and educators.
• Experience working with pre-school children and their families
• Experience in training others, presenting to a group, and effective public speaking.
• Experience researching and preparing written reports.
• Experience using computers and Microsoft Office programs and Apple technology (iPads, etc.).
• Experience working with video conferencing platforms such as Zoom.
• Valid driver’s license.

Our ideal candidate has:
• A demonstrated passion for education.
• A demonstrated ability to be self-directed and work independently, as well as work collaboratively and cooperatively in teams.
• A commitment to educational equity, ensuring projects support inclusive access and implementation.
• A desire to learn, a proactive attitude, and an ability to adapt quickly to change.
• The ability to communicate with tact, diplomacy, and professionalism while representing IdahoPTV to families, educators, partners, and the general public.
• The ability to work with diverse constituencies, partner organizations, and stakeholders.

Excellent communication and organizational skills.

https://www.governmentjobs.com/careers/idaho/jobs/newprint/3687576
Supplemental Information

Some overnight travel is required.

This position involves days, evenings, weekends, and occasional overnight travel, and sitting or standing for extended periods of time, including extended work days or work weeks when on deadline or managing events.

To learn more about Idaho Public Television, please visit our website at: www.idahoptv.org

Make a difference in your community and in the lives of the citizens of Idaho today by applying to be an Education Specialist for Idaho Public Television.

How to Apply:

Click the green "Apply" button above. Please submit an up to date resume and a cover letter that describes how you meet the minimum and/or preferred qualifications and the ideal characteristics of the position.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations. The successful candidate must pass a background check.

Benefits

https://dhr.idaho.gov/StateEmployees/Benefits.html

*Benefits may not be applicable for temporary or seasonal positions.

EEO/ADA/Veteran's Preference

The State of Idaho is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

The State of Idaho is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services are available upon request. If you require an accommodation at any step in our recruitment process, you are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email ada.coordinator@dhr.idaho.gov. Preference may be given to veterans who qualify under state and federal laws and regulations.

Agency
State of Idaho

Address
304 North 8th Street

Boise, Idaho, 83720

Website
https://www.govemmentjobs.com/careers/idaho
IPTV Education Specialist Supplemental Questionnaire

**QUESTION 1**
For each of the following areas describe your work experience for specific audiences and modalities: (A) Planning and researching educational programs. (B) Developing and writing educational programs. (C) Evaluating educational programs for effectiveness. Typical qualifying background would be at least one year of experience in which this was a predominant and frequent job requirement.

**QUESTION 2**
Describe your specific training and experience using a personal computer and software for word processing, spreadsheets and desktop publishing. Typically gained by formal training in each of the three software packages and at least three months of applied experience OR if you have at least 6 months of experience using this software.

**QUESTION 3**
Do you have one year of experience requiring you to prepare and deliver educational talks to groups? This activity must have been a regular, frequent and required job responsibility.
- Yes
- No

**QUESTION 4**
Extra Credit - Do you have a Bachelor's degree in Education or equivalent combination of education and experience serving children, families, and educators?
- I have a Bachelor's degree in education.
- I have completed some coursework in education and have at least two years of experience serving children, families and/or educators.
- I have four years of experience serving children, families and/or educators.
- I have a Bachelor's degree in Education and experience serving children, families and/or educators.
- I have more than four years of experience serving children, families and/or educators.
- I have no Bachelor's degree in education, nor do I have four years of experience serving children, families and/or educators or any combination to equal four years.

**QUESTION 5**
Extra Credit - What is your experience level working with pre-school children and their families?
- I have less than one years' experience
- I have 1-4 years' experience
- I have 5-10 years' experience
- I have more than 10 years' experience

**QUESTION 6**
Extra Credit - What is your proficiency level using video conferencing platforms, such as Zoom?
- I have used these products for one year.
- I have used these products for two years.
- I have used these products for three years.
I have used these products for less than one year or have not used these products.

* QUESTION 7

Extra Credit - Do you possess or have the ability to obtain a valid drivers' license?

- Yes
- No

* QUESTION 8

Extra Credit (desired, not required) Do you have the ability to read, speak and write both Spanish and English?

- Yes
- No

* QUESTION 9

Extra Credit (desired, not required) Are you, or have you ever been, a certified teacher?

- Yes
- No

* QUESTION 10

Extra Credit (desired, not required) Do you have experience utilizing technology in an educational setting to enhance learning? Typically this is gained through one year of experience utilizing technology to enhance learning within an educational setting.

- Yes
- No

* Required Question
State of Idaho
Community Education Facilitator

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<td>09/21/2022</td>
<td>10/7/2022 11:59 PM Mountain</td>
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Description

**Part-Time Community Education Facilitator, Non-Benefitted**

This position is located in the Eastern Idaho region and the incumbent must have the ability to commute within this territory including but not limited to Idaho Falls, American Falls, Pocatello, Fort Hall, Rexburg, and surrounding areas.

This position supports hybrid telecommuting, however incumbent must be located within the applicable region. This is a non-benefitted position.

Do you want to work part-time or on occasion and still have an impact on your community? Do you need flexibility and intermittent hours while still making a difference? This may be the perfect job for you! This is a part-time long-term temporary position working less than 20 hours/week, however hours may fluctuate depending on annual cycle and work load.

Idaho Public Television is seeking a dynamic and outgoing individual to join our education team working with parents, educators and community organizations and to also support the Public Private Partnership Grant.

As an Education Facilitator, you would contribute directly to advancing Idaho Public Television’s mission to encourage lifelong learning, connect our communities, enrich the lives of all Idahoans, and tell Idaho’s stories.

It is the policy of Idaho Public Television to create an environment that supports diversity in all aspects of employment and in the daily operation of the enterprise. This diversity policy also carries over to the communities we serve through programming, community outreach, and our involvement in local and national organizations that promote diversity and inclusion.

This position is exempt from state classified service, and the rules of the Division of Human Resources and the Idaho Personnel Commission.

Example of Duties

In partnership with the Education team, the Education Facilitator will:

- Share IdahoPTV and PBS KIDS content and resources with parents, educators and community organizations through educational events, workshops and trainings.
• Organize, plan, and facilitate learning activities, after school programs, camps, workshops, and outreach events that promote Idaho PTV’s education efforts, PBS KIDS resources, and the utilization of educational media to improve student achievement and facilitate learning through a variety of media-rich, interactive learning experiences for learners and families.

• Cultivate and maintain partnerships with libraries, after school programs, community partners, and other educational organizations to facilitate learning through a variety of media-rich, interactive learning experiences at community events.

• In collaboration with the education manager and communications team, integrate social media event-related messaging, including Twitter and Facebook, into outreach events.

• Work quickly, creatively, professionally, and calmly in a high-energy, deadline-based environment. Handle multiple tasks and priorities.

• Ensure that work products and organizational interactions engage diverse perspectives.

• Assist with other Idaho PTV educational initiatives as needed.

• Respond to inquiries regarding agency education programs, resources, materials and procedures.

• Other duties as assigned.

Minimum Qualifications

• Plan and present educational programs for specific audiences and modalities.

• Using a personal computer for word processing, spreadsheets and desktop publishing.

• Preparing and delivering educational talks to groups.

Supplemental Information

Preferred Qualifications:

• Experience using Microsoft Office programs and Apple technology (iPads, etc.) and/or Google Suites.

• Experience utilizing technology in an educational setting to enhance learning. Event planning experience.

• Experience in training others, presenting to a group, and effective public speaking. Valid driver’s license.

Our ideal candidate will have:

• A demonstrated passion for education.

• A demonstrated ability to be self-directed and work independently, as well as work collaboratively and cooperatively in teams.

• A commitment to educational equity, ensuring projects support inclusive access and implementation. A desire to learn, a proactive attitude, and an ability to adapt quickly to change.

• The ability to communicate with tact, diplomacy, and professionalism while representing IdahoPTV to families, educators, partners, and the general public.

• The ability to work with diverse constituencies, partner organizations, and stakeholders. Excellent communication and organizational skills.

• Computer literacy and proficiency in Microsoft Office programs, Apple technology (iPad, etc.) and current educational technology practices.

• Ability to travel around assigned Idaho regions to create, steward, and collaborate with Idaho PTV education partners, educators and community partners as projects warrant. Ability to advocate for new ideas and push initiatives through to completion.

• Ability to plan, coordinate, create, and provide oversight of multiple, simultaneous projects.

• Calm and resourceful responses when challenges occur, or when schedule is unexpectedly altered. Ability to speak, read, and write in Spanish a plus.

This position involves days, evenings, weekends, and occasional overnight travel, and sitting or standing for extended periods of time, including extended work days or work weeks when on deadline or managing events.
To learn more about Idaho Public Television, please visit our website at: www.idahoptv.org

Make a difference in your community and in the lives of the citizens of Idaho today by applying to be an Educati Facilitator for Idaho Public Television.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.

**HOW TO APPLY:**
Please send a resume and a cover letter expressing why you want to work for Idaho Public Television to:

Joy Baker  
Human Resource Associate  
joyce.baker@idahoptv.org  
1455 N. Orchard Street  
Boise, ID 83706

**Benefits**

https://dhr.idaho.gov/StateEmployees/Benefits.html

*Benefits may not be applicable for temporary or seasonal positions.

**EEO/ADA/Veteran's Preference**
The State of Idaho is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.
The State of Idaho is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services are available upon request. If you require an accommodation at any step in our recruitment process, you are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email ada.coordinator@dhr.idaho.gov. Preference may be given to veterans who qualify under state and federal laws and regulations.

**Agency**
State of Idaho

**Address**
304 North 8th Street  
Boise, Idaho, 83720

**Website**  
https://www.governmentjobs.com/careers/idaho
State of Idaho
Community Education Specialist

**Description**

*Community Education Specialist: Non-Classified Limited Service Position*

This position is full-time and includes benefits.

This position may be located in Boise, Moscow or Pocatello, Idaho.

Idaho Public Television is seeking a dynamic, collaborative life-long learner who is experienced in early education and school readiness. This is a two-year, grant-funded position.

**Example of Duties**

**Primary Role & Responsibilities**

The Community Education Specialist will:

- Share IdahoPTV and PBS KIDS content and resources with parents, educators, and early learning community organizations through educational events, workshops, and trainings, with an emphasis on early learners.
- Organize, plan, and facilitate family learning activities, afterschool programs, camps, workshops, and educator trainings that promote IdahoPTV education efforts, PBS KIDS resources, and the utilization of educational media to improve student achievement and facilitate learning through a variety of media-rich, interactive learning experiences for learners and families.
- Cultivate and maintain partnerships with early learning educators, libraries, afterschool programs, community partners, school districts, and other educational organizations to facilitate learning through a variety of media-rich, interactive learning experiences.
- Collaborate on grant proposal preparation, execution, and rigorous reporting requirements, including managing and adhering to project budgets.
- Take a participatory and inclusive design approach to projects: using and establishing new ways of inviting audience and partner input, testing, and feedback.
- In collaboration with the Education Specialist and communications team, integrate social media event-related messaging, including Twitter and Facebook, into outreach events.
- Work quickly, creatively, professionally, and calmly in high energy, deadline-based environment. Handle multiple tasks and priorities.
- Collaborate with IdahoPTV education and outreach staff, production staff, and communication colleagues to develop and feature a consistent voice and experience for our users across products and content areas.
• Ensure that work products and organizational interactions engage diverse perspectives.
• Assist with other IdahoPTV educational initiatives as needed.
• Other duties as assigned.

Essential Job Functions:
• Listening, speaking, writing, and collaboration skills to work effectively with colleagues across departments and partner organizations.
• Ability to advocate for new ideas and push initiatives through to completion.
• Ability to plan, coordinate, create, and provide oversight of multiple, simultaneous projects.
• Ability to sit or stand for extended periods of time, including extended workdays or work weeks when on deadline or managing events.
• Calm and resourceful responses when challenges occur, or when schedule is unexpectedly disrupted or under tight deadlines.
• Ability to work some evenings, weekends, and occasional overnight travel.

Minimum Qualifications

Minimum Qualifications/Requirements:
• Bachelor's degree or equivalent combination of education and experience serving children, families, and/or educators.
• Ability to work with diverse constituencies, partner organizations, and stakeholders.
• Experience in training others, presenting to a group, and effective public speaking.
• Excellent research, writing, communication, and organizational skills.
• Demonstrated ability to be self-directed and work independently, as well as work collaboratively and cooperatively in teams.
• Commitment to educational equity, ensuring projects support inclusive access and implementation.
• A desire to learn, a proactive attitude, and an ability to adapt quickly to change.
• Ability to communicate with tact, diplomacy, and professionalism while representing IdahoPTV to families, educators, partners, and the general public.
• Computer literacy and proficiency in Microsoft Office programs, Apple technology (iPads, etc.), and current educational technology practices.
• Ability to travel around Idaho to create, steward, and collaborate with IdahoPTV education partners, educators and school districts as projects warrant.
• A demonstrated passion for education.
• Valid driver's license.

Preferred Qualifications:
• Classroom experience as a teacher or aide.
• Teaching certificate.
• Experience utilizing technology in the classroom to enhance learning.

Supplemental Information

How to Apply:

Please send the following documents to: Tony.Howard@idahoptv.org

• An up-to-date resume detailing your qualifications for this position.
• A cover letter expressing your reasons for applying for the position.

Benefits

https://dhr.idaho.gov/StateEmployees/Benefits.html

*Benefits may not be applicable for temporary or seasonal positions.
**EEO/ADA/Veteran's Preference**

The State of Idaho is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws. The State of Idaho is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services are available upon request. If you require an accommodation at any step in our recruitment process, you are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email ada.coordinator@dhr.idaho.gov. Preference may be given to veterans who qualify under state and federal laws and regulations.

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<tr>
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**Website**

[https://www.governmentjobs.com/careers/idaho](https://www.governmentjobs.com/careers/idaho)
State of Idaho
PTV Multi-Media Specialist/Producer

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<td>DEPARTMENT</td>
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Description

Are you a recent college graduate or entry level media professional looking for an opportunity to create digital media and social media content across multiple platforms? Do you like the challenge of learning and experimenting with producing alternative video content intended to reach audiences of all ages? Are you creative and want to show it? Then we have an exceptional opportunity for you!

Idaho Public Television has an exciting and very rare opportunity for an enthusiastic, dynamic, and talented team member to join our Communications team. We are looking for an entry level Multi-Media/Social-Media Specialist/Producer to help us grow our digital content and more.

Idaho Public Television is a PBS member station and Idaho's only statewide educational broadcast network. We are a state agency under the Idaho State Board of Education. Our nonprofit arm, The Friends of Idaho Public Television, Inc., provides private support for our content and educational content efforts and allows us to produce award-winning long form documentaries, quality public affairs journalism, podcasts, and educational events. We harness the power of public media to encourage lifelong learning, connect our communities, and enrich the lives of all Idahoans. We Tell Idaho’s Stories.

NOTE: This position is a full-time group position with full benefits including health insurance, PERSI, paid time off, tuition reimbursement programs, and more! Working hours are typically 8 a.m. to 5 p.m. 40 hours/week but may be flexible upon approval.

Example of Duties

https://www.govmountainjobs.com/careers/idaho/jobs/newprint/3804024
• Assisting in layout of digital and print materials via Adobe InDesign.
• Editing video and audio assets for broadcast and social media videos using Adobe Premiere, After Effects and more.
• Following social media trends and experimenting with creating content in a variety of formats.
• Overseeing print orders and other projects for Idaho Public Television.
• Assist and facilitate the Communications team in reaching all demographics of PBS viewers through multiple types of digital and social media.
• Participate in projects by preparing media and digital content for all releases, brochures, posters, newsletters, promotions and other materials.
• Develop and recommend or implement program policies and procedures.
• Prepare or assist in the preparation of administrative reports, studies, and specialized projects.
• Evaluate effectiveness relative to the development and implementation of projects.

Minimum Qualifications

Good knowledge of:

• Adobe CC Suite
• Promotion and marketing concepts
• Graphic art design techniques
• Experience creating, manipulating and formatting video, photographic images in digital formats for electronic and/or web-based documents and applications
• Good knowledge of MS Office, marketing computer software and online applications (CRM tools, Online analytics, Google Analytics, etc.)

PREFERRED QUALIFICATIONS
Experience independently solving problems in a work setting

• Working collaboratively and coordinating with others to accomplish projects
• Experience planning and implementing projects

Supplemental Information

This position is a full-time group position with full benefits including health insurance, PERSI, paid time off and more! This role has the potential of future permanent employment. Working hours are typically 8 a.m. to 5 p.m. 40 hours/week but can be flexible upon approval. If you are a student, we prefer Senior class or within one year of graduation.

This is a hybrid position working onsite and from home as approved.

It is the policy of Idaho Public Television to create an environment that supports diversity in all aspects of employment and in the daily operation of the enterprise. This diversity policy also carries over to the communities we serve through programming, community outreach, and our involvement in local and national organizations that promote diversity and inclusion.

The State of Idaho is committed to providing equal employment opportunities and prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

The State of Idaho is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services are available upon request. If you require an accommodation at any step in our recruitment
process, you are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email ada.coordinator@dhr.idaho.gov.

Preference may be given to veterans who qualify under state and federal laws and regulations

Benefits

https://dhr.idaho.gov/StateEmployees/Benefits.html

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EEO/ADA/Veteran's Preference

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Agency

State of Idaho

Address

304 North 8th Street
Boise, Idaho, 83720

Website

https://www.governmentjobs.com/careers/idaho

PTV Multi-Media Specialist/Producer Supplemental Questionnaire

*QUESTION 1

MQ1: Do you have good experience using Adobe CC Suite? Typically gained by 1 year or more personal or work-related experience creating, modifying, and publishing content.

☐ Yes
☐ No

*QUESTION 2

MQ2: Have you gained good knowledge of promotion and marketing theory and methods. Typically gained through upper division coursework in marketing/communications or public relations/promotion; OR 1 or more years of experience marketing or promoting a service or product, and may be either a volunteer or paid position.

☐ Yes
☐ No

*QUESTION 3
MQ3: Have you obtained good knowledge of graphic art design techniques. Typically gained by at least (1) one year of experience as a graphic designer or successful completion of two upper division college courses covering graphic design.

- Yes
- No

*QUESTION 4

MQ4: Do you have experience creating, manipulating and formatting video/photographic images in digital formats for electronic and/or web-based documents and applications. Typically gained by at least (1) one year of work experience (including combination of personal, work experience and internships) in video, photography, artwork, or digital files for electronic and/or web-based documents and applications.

- Yes
- No

*QUESTION 5

MQ5: Do you have good knowledge of Microsoft Office products, such as Word, Excel, and PowerPoint, marketing software, or other CRM tools, Online analytics, Google Analytics, or other. Typically gained by at least (1) one year of work experience using Microsoft Office products such as Word, Excel, marketing software, or other CRM tools, Online analytics, Google Analytics, or other as a major part of the job.

- Yes
- No

*QUESTION 6

EXTRA CREDIT: This is not required but could increase your score. PQ1: Select the response that best describes your experience independently solving problems in a work setting. Typically gained by at least one (1) year of work experience requiring problem-solving skills while dealing with individuals, multi-agencies, and groups providing high-level customer service. Your answer must be supported by your resume.

- I have less than one (1) year of work experience independently solving problems.
- I have one (1) year or more of work experience independently solving problems.
- I have two (2) years or more of work experience independently solving problems.
- I have three (3) years or more of work experience independently solving problems.

*QUESTION 7

EXTRA CREDIT: This is not required but could increase your score. PQ2: Select the response that best describes your education or professional experience working collaboratively and coordinating with others to accomplish projects. Work experience should be full-time work (at least 35 hours per week) or two years working 20 hours per week.

- I have not had education, training, or work experience regarding these skills.
- I have had education or training in these skills but have not yet used these skills at work.
- I have at least six (6) months of work experience regularly using these skills.
- I have at least one (1) 10year of work experience regularly using these skills.
- I have more than one (1) year of work experience where I regularly use these skills and have consulted with coworkers in the use of these skills, or have been assigned by my supervisor to train new employees in developing these skills.

*QUESTION 8

EXTRA CREDIT: This is not required but could increase your score. PQ3: Do you have experience planning and implementing projects? Typically gained by at least (6) six months of experience planning and implementing projects.
* Required Question

- Yes
- No
State of Idaho
PTV Financial Specialist, Principal

**Salary**: $25.28 - $36.11 Hourly

**Location**: Boise, ID

**Job Type**: Full Time

**Department**: Idaho Public Television

**Closing Date**: 2/9/2022 11:59 PM Mountain Time

**Job Number**: 11754

**Opening Date**: 01/06/2022

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**Description**

Idaho Public Television (IdahoPTV) is seeking someone to oversee its day-to-day accounting operations and supervise four accounting staff members (two full-time; two part-time). This position will also assist in the preparing of IdahoPTV’s financial statements and supporting schedules for its annual audit.

As a Financial Specialist, Principal you will support an organization that brings high-quality local, national, and international educational, cultural, and public affairs programming to enrich the lives of all Idahoans.

This is a full-time position with benefits located at our Boise Office.

As an agency operating under the State Board of Education, we are able to offer our full-time employees reduced tuition and fees at state universities and colleges.

If you are looking for a position to make a difference, impact to our youth and community, and work with a passionate team of peers, consider our role here at Idaho Public Television! We harness the power of public media to encourage lifelong learning, connect our communities and enrich the lives of all Idahoans. We Tell Idaho’s Stories!

**Example of Duties**

**Financial Reporting:**

- Compile data and create reports for the state’s Annual Comprehensive Financial Reporting closing packages. Prepare Federal Financial Reports and Request for Reimbursements for federal grants as well as similar reports required for non-federal grants, typically on a quarterly basis. Accurately perform closeout procedures for all grants.
- Develop and prepare complex financial documents such as the financial statements and audit work papers for our external audit. Assist the auditors during and after the audit.
- Prepare the Annual Financial Report (AFR) for the Corporation for Public Broadcasting (CPB). Compile data and categorize transactions for the Station Activities Benchmarking Survey (SABS) and enter data into the CPB database.
- Complete and submit all required 990 and related tax forms for Friends of Idaho Public Television, Inc.
- Research and analyze financial documents to ensure compliance with Generally Accepted Accounting Principles (GAAP), state and federal laws and regulations.
- Reconcile Navigator accounting system to STARS monthly and annually.
- Audit financial data for accuracy and compliance.

**Receivables / Payables:**

- Review and post all cash receipts in Navigator.
- Review and release all invoices in Navigator.
- Assist staff with classifying and coding expenditures.
- Process batches for export to STARS. Check STARS for batch errors and re-release batches after corrections have been made. Reconcile STARS to Navigator. Facilitate error corrections if STARS and Navigator do not reconcile or if coding errors have occurred. Track daily cash balances in STARS.
- Perform P-Card administrative functions such as training, requesting new cards, make limit changes, fraud prevention, and other assistance to users as needed.
- Back-up for review and release of P-Card transactions.
- Perform Travel Express administrative functions such as training and adding new users.
- Review and release Travel Express transactions.

**Supervision:**

- Supervise performance of Buyer, 2 Financial Support Techs (1FT; 1 PT), and the KISU Receptionist (remote).
- Supervisory duties include hiring, training, scheduling, distributing tasks to appropriate staff, conducting evaluations, and giving assistance with dispute resolution, as needed.

**Miscellaneous Duties:**

- Asset Management.
- Facilitate the annual inventory of fixed assets, and send a report back to Risk Management.
- Oversee record destruction processes and procedures.
- Process Disposal Requests and send all applicable paperwork to the State Board of Examiners.
- Facilitate vehicle licensing.
- Attend Grant Committee meetings and provide updates on current grants.
- Assist the Director of Finance in the agency budgeting process by completing forms required by the Department of Financial Management (DFM).
- Attend department budget meetings and provide clarification regarding expenses.
- Attend all FYE training offered by the State Controller's Office.

**Minimum Qualifications**

**Good knowledge of:**

- accounting principles and practices;
- supervisory practices.

**Experience:**

https://www.governmentjobs.com/careers/idaho/jobs/newprint/3322906
• using personal computers to develop, analyze, and report on financial data;
• monitoring/reviewing internal financial controls;
• resolving technical accounting, auditing, or budgeting problems;
• preparing financial documents for management review;
• analyzing financial activities and recommending or implementing management actions.

Preferred Qualifications/Extra Credit:
• Experience using software specific to the State of Idaho such as:
  ○ STARS;
  ○ IPOPS and
  ○ IBIS
• Currently hold a Certified Public Accountant (CPA) certification.
• Currently hold a Certified Government Financial Manager (CGFM) certification.

Supplemental Information

Please include a copy of your resume with your application.

Working for the state offers the ability to easily balance work and life commitments, including benefits such as a flexible work schedule, PERSI retirement, medical/dental insurance, a wellness program and state-facilitated training.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations

Benefits

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Agency
State of Idaho

Address
304 North 8th Street
PTV Financial Specialist, Principal Supplemental Questionnaire

*QUESTION 1
Minimum Qualification (04244): Please describe how you have obtained good knowledge of accounting principles and practices. Typically gained by at least four years of professional work experience applying Generally Accepted Accounting Principles (GAAP) OR an Associate degree in Accounting AND at least two years of professional work experience such as an accountant or equivalent.

*QUESTION 2
Minimum Qualification (04244): Please describe how you have obtained good knowledge of supervisory practices. Typically gained by at least one year experience performing as a supervisor which required work assignment, direction and monitoring staff with responsibility (or significant input) into the hiring of employees, preparing performance evaluations and handling problem-solving procedures OR At least 8 hours of courses or seminars specifically covering supervisory practices PLUS at least 6 months experience performing as a full supervisor OR completion of 6 college credit hours of courses or seminars covering the essential elements of management (planning, organizing, leading and controlling).

*QUESTION 3
Minimum Qualification (04244): Please describe your experience using a personal computer to develop, analyze and report on financial data. Typically gained by two or more years of work experience where using a personal computer to develop, analyze and report on financial data/documents was a regularly assigned job duty.

*QUESTION 4
Minimum Qualification (04244): Please describe your experience monitoring/reviewing internal financial controls. Typically gained by at least one year of professional level experience monitoring/reviewing internal financial controls.

*QUESTION 5
Minimum Qualification (04244): Please describe your experience resolving technical accounting, auditing, or budgeting problems. Typically gained by at least one year of professional level experience resolving technical accounting, auditing and/or budgeting problems.

*QUESTION 6
Minimum Qualification (04244): Please describe your experience developing and preparing financial documents for management review. Typically gained by at least one year of full-time work experience.

*QUESTION 7
Minimum Qualification (04244): Please describe your experience analyzing financial activities and recommending management action. Typically gained by one or more years of full-time work experience independently analyzing financial activities and recommending management action as a regularly assigned job duty.

*QUESTION 8
Extra Credit: Please note, this is qualification not required, however if you have related background it may increase your rating.
Please describe your experience working with the State of Idaho's accounting and fixed asset systems using software specific to the State of Idaho such as, STARS, IPOPS, and/or IBIS. Typically gained by at least two years of professional level experience working with the State of Idaho's accounting and fixed assets systems as a regularly assigned duty.

*QUESTION 9

Extra Credit: Please note, this is qualification not required, however if you have related background it may increase your rating.
Do you currently hold a Certified Public Accountant (CPA) and/or a Certified Government Financial Manager (CGFM) certification?

- I have both a CPA certification and a CGFM certification.
- I have either a CPA certification or a CGFM certification.
- I do not have a CPA certification or a CGFM certification.

* Required Question
State of Idaho
PTV Financial Specialist

**Salary**
$20.41 - $30.60 Hourly
$42,452.80 - $63,648.00 Annually

**Location**
Boise, ID

**Job Type**
Full Time

**Remote Employment**
Flexible/Hybrid

**Job Number**
17071

**Opening Date**
11/16/2022

**Closing Date**
11/23/2022 11:59 PM Mountain

**Description**

Idaho Public Television has an exciting opportunity for an enthusiastic, dynamic, and talented team member for our Finance/Accounting team. This position's primary responsibilities include providing Idaho Public Television effective and accurate accounting functions to both our internal and external customers.

Idaho Public Television is a PBS member station and Idaho's only statewide educational broadcast network. We are a state agency under the Idaho State Board of Education. Our nonprofit arm, The Friends of Idaho Public Television, Inc, provides private support for our content and educational content efforts and allows us to produce award-winning long form documentaries, quality public affairs journalism, podcasts and educational events. We harness the power of public media to encourage lifelong learning, connect our communities, and enrich the lives of all Idahoans. We Tell Idaho's Stories.

This permanent classified position includes a comprehensive benefit package including: PERSI Retirement Benefits, Medical/Dental Benefits and Life Insurance for both the employee and eligible dependents. Paid time off includes vacation and sick leave and eleven paid holidays per year.

**Example of Duties**

Incumbents use their professional background to perform various financial duties requiring application of accounting, auditing, and/or budgeting theory, principals, and practices. Examples include but are not limited to:
- Customer service to assist internal and external customers with financial questions, system requirements, and other questions as they arise.
- Review transaction information for compliance with Idaho statutes, rule, policies, and procedures. Once the review is complete, the transactions are entered into the state’s accounting systems for processing.
- Other duties that may arise such as assistance in developing financial systems or modification, special projects for the supervisor or the Chief Financial Officer.
- Financial transactions include handling deposits, vendor payments, contractor payments and retainage calculations, employee travel reimbursements, purchasing card transactions, fixed asset transactions for acquisition.
- Prepare, analyze and/or audit financial records and documents, accounting systems, financial statements, work papers, budgets, and related documents.
- Research and analyze financial data for accuracy trends and variances.
- Audit and post payables.
- Audit and post cash receipts.
- Oversee fixed asset inventory process and prepare the disposal of assets.
- Review STARS error batches, notify appropriate staff to make corrections, and re-release batches.
- Audit and release all Travel Express transactions and provide Travel Express administrative functions.
- Provide support documents for audit and year-end reporting.
- Audit and release P-Card transactions and provide P-Card administrator functions.
- Reconcile Idaho Public Television’s internal accounting system (Navigator) to STARS on a monthly basis.
- Other duties as assigned.

Minimum Qualifications

Good knowledge of accounting principles and practices.
Experience using Microsoft Office Suite, including MS Outlook, Excel and Word.

PREFERRED QUALIFICATIONS (not required but may increase your score)
Experience using the State of Idaho STARS accounting system.
Experience with working with grants.

Supplemental Information

NOTE: The successful candidate will be required to pass a fingerprint-based background check.

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Preference may be given to veterans who qualify under state and federal laws and regulations.
Benefits

https://dhr.idaho.gov/StateEmployees/Benefits.html

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EEO/ADA/Veteran's Preference
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Website

https://www.governmentjobs.com/careers/idaho

PTV Financial Specialist Supplemental Questionnaire

*QUESTION 1

MQ1: Please select the option below that best describes how you have gained good knowledge of accounting principles and practices. Typically met by possession of an accounting degree OR a combination of college level coursework and significant professional experience.

- I do not possess an accounting degree and I have less than one (1) year of full time professional experience in which applying accounting principles and practices was a primary job duty.
- I have an accounting degree OR I have at least twelve (12) upper level accounting courses and I have at least one (1) year of full time professional experience in which applying accounting principles and practices was a primary job duty.
- I have an accounting degree OR I have at least twelve (12) upper level accounting courses and I have at least two (2) years of full time professional experience in which applying accounting principles and practices was a primary job duty.
- I have an accounting degree AND I have at least three (3) years of full time professional experience in which applying accounting principles and practices was a primary job duty.

*QUESTION 2

MQ2: Select the response that best describes your work experience using Microsoft Office programs including, Outlook, Word, and Excel. Typically gained by at least six (6) months of professional work experience using these programs as a frequent part of the job.

- I have less than six (6) months of work experience using Microsoft Office programs as a frequent part of my job, which included Outlook, Word, and Excel.
*QUESTION 3

Extra Credit: Although not required to minimally qualify for this position, having experience in this area might improve your standing as an applicant. Do you have experience with the State of Idaho STARS accounting system? Typically met by at least 6 months of experience working with the State of Idaho STARS accounting system.

- Yes
- No

*QUESTION 4

Extra Credit: Although not required to minimally qualify for this position, having experience in this area may improve your score. Do you have experience managing grants. Typically met by at least 6 months of experience working with or managing accounting or finances related to grants.

- Yes
- No

* Required Question
State of Idaho
PTV - Administrative Assistant 2 - Charitable Giving

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OPENING DATE 01/10/2023

Description

Idaho Public Television has an exciting opportunity for an enthusiastic, dynamic, and talented team member to join our Charitable Giving team who wants to be involved in our communities in a meaningful way and build relationships with philanthropic donors across the state. This role is crucial in supporting our Donor Services Charitable Giving team to help our viewers continue to have access to the excellent television programs and educational services Idaho Public Television provides to everyone in our state.

If you have a high interest in television and PBS, fundraising, coordinating events, assisting clients, love working within a team, and enjoy detail-oriented tasks, this is the job for you!

Idaho Public Television is a PBS member station and Idaho's only statewide educational broadcast network. We are a state agency under the Idaho State Board of Education. Our nonprofit arm, The Friends of Idaho Public Television, Inc., provides private support for our content and educational content efforts and allows us to produce award-winning long form documentaries, quality public affairs journalism, podcasts, and educational events. We harness the power of public media to encourage lifelong learning, connect our communities, and enrich the lives of all Idahoans. We Tell Idaho's Stories.

Example of Duties

Administrative Tasks Supporting our Charitable Giving Team

- Communicate with board members on a quarterly basis to help implement a donor outreach program.
- Assist in special event outreach and tracking - such as mailing touchpoints and recording interaction in our database.
- Record donations received via stock, IRA and donor advised funds in order to forecast future donations.
• Maintain accurate and up-to-date donor information in the donor database including name changes, address changes, membership category, pledge data, etc. Requires a high level of accuracy and attention to detail.
• Assist with segmenting lists and sending regular mail and electronic contact with donors, including thank you letters, surveys, renewal reminders, planned giving campaigns, and other donation requests.
• Run reports and make recommendations as needed.

Idaho PBS Passport Support

• Contact for external and internal customer service membership inquiries, focused on IdahoPTV Passport inquiries.
• Requires researching and analyzing data in a donor database to make decisions and resolve complicated issues. May involve dealing with frustrated individuals.
• Uses skills, knowledge, and abilities to resolve customer inquiries and needs.
• Requires active listening, active questioning, and clear and concise verbal and written communication skills to elicit and understand member requests and to provide in-depth information and solutions.
• Keep up-to-date on IdahoPTV Passport content and assist with Passport. marketing//development activities within the Donor Relations Team and station.
• Assist and support major fundraising campaigns in December Mini-Fest and March Festival. These events may require evenings and weekend shift assignments as needed.
• Knowledge of Passport and PBS programming.

Community Engagement and Volunteer Coordination

• Collaborate with IdahoPTV personnel to understand goals/objectives of an event and ensure they are aligned with organization needs.
• Assist in scheduling and planning donor relations fundraising events including individual donor meetings, annual meetings and pledge events.
• Input donor and volunteer information into Allegiance database to track volunteer time.
• Schedule and work with volunteers for mailings and fundraising events.
• Coordinate volunteer recruitment and retention as directed.
• Maintain up-to-date documentation including event checklists, request forms, and action plans, and ensure adherence to budget specifications.

Minimum Qualifications

Knowledge of:

• Office support functions including word processing, filing, and composing business documents
• Researching, compiling, and summarizing data for reports

Experience:

• Interpreting, applying and explaining complex information such as regulations, policies or services
• Independently problem solving and performing liaison activities in a work setting
• Microsoft Office Suite: Microsoft Access, Excel, PowerPoint, Outlook, and Word
• Experience collaborating with individuals and communities who have diverse perspectives, background and ideas.

Supplemental Information

This position is a full-time position with full benefits including health insurance, PERSI, paid time off including State/Federal holidays. Working hours are typically 8 a.m. to 5 p.m. 40 hours/week but can be flexible upon approval.

This is a hybrid position working from a dedicated office space in the Boise facility and from home (as approved by supervisor). Some overnight statewide travel may be required.

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**Agency**

State of Idaho

**Address**

304 North 8th Street

Boise, Idaho, 83720

**Website**

https://www.governmentjobs.com/careers/idaho

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**PTV - Administrative Assistant 2 - Charitable Giving Supplemental Questionnaire**

** question 1**

MQ1: Select the response that best describes how you gained good knowledge of office support functions including word processing, filing, composing a variety of business documents, and reception. Typically gained by at least one (1) year of experience in an office support role in which the following were regular assigned duties: word processing, filing, composing a variety of business documents and reception; OR through an Associate's degree in Administrative Services or related field. Your answer must be supported by your resume.
I have less than one (1) year of experience performing office support functions including word processing, filing, composing a variety of business documents, and reception AND I do not have an Associate's degree in Administrative Services or related field.

I have one (1) year or more of experience performing office support functions including word processing, filing, composing a variety of business documents, and reception; OR I have an Associate's degree in Administrative Services or a related field.

I have two (2) years or more of work experience performing office support functions including word processing, filing, composing a variety of business documents, and reception.

I have three (3) years or more of work experience performing office support functions including word processing, filing, composing a variety of business documents, and reception.

*QUESTION 2*

**MQ2: Select the response that best describes how you gained good knowledge of researching, compiling, and summarizing data for reports. Typically gained by an Associate's degree in Administrative Services; OR one (1) year of experience researching, compiling, and summarizing data for reports. Your answer must be supported by your resume.**

I have less than one (1) year of experience researching, compiling, and summarizing data for reports AND I do not have an Associate's degree in Administrative Services or related field.

I have one (1) year or more of experience researching, compiling, and summarizing data for reports; OR I have an Associate's degree in Administrative Services or a related field.

I have two (2) years or more of work experience researching, compiling, and summarizing data for reports.

I have three (3) years or more of work experience researching, compiling, and summarizing data for reports.

*QUESTION 3*

**MQ3: Select the response that best describes your experience interpreting, applying, and explaining complex information such as regulations, policies, or services. Typically gained by at least one (1) year of work experience reviewing documents or actions for compliance with laws, regulations, and policies AND explaining to others how laws, regulations or policies apply to specific situations as a regular part of your job duties. Your answer must be supported by your resume.**

I have less than one (1) year of work experience interpreting, applying, and explaining complex information such as regulations, policies, or services AND explaining to others how laws, regulations or policies apply to specific situations.

I have one (1) year or more of work experience interpreting, applying, and explaining complex information such as regulations, policies, or services AND explaining to others how laws, regulations or policies apply to specific situations.

I have two (2) years or more of work experience interpreting, applying, and explaining complex information such as regulations, policies, or services AND explaining to others how laws, regulations or policies apply to specific situations.

I have three (3) years or more of work experience interpreting, applying, and explaining complex information such as regulations, policies, or services AND explaining to others how laws, regulations or policies apply to specific situations.

*QUESTION 4*

**MQ4: Select the response that best describes your experience independently solving problems and performing liaison activities in a work setting. Typically gained by at least one (1) year of work experience requiring problem-solving skills and working as a liaison while dealing with individuals, multi-agencies, and groups to resolve conflicts, such as supervision, lead work, team facilitation, agency liaison, or providing high-level customer service. Your answer must be supported by your resume.**

I have less than one (1) year of work experience independently solving problems and performing liaison activities.

I have one (1) year or more of work experience independently solving problems and performing liaison activities.

I have two (2) years or more of work experience independently solving problems and performing liaison activities.

I have three (3) years or more of work experience independently solving problems and performing liaison activities.
**QUESTION 5**

MQ5: Do you have good experience with the Microsoft Office Suite, with products such as Outlook, Word, Excel, and PowerPoint. Typically gained by at least one year of direct work experience using Microsoft Office Suite products such as Outlook, Word, Excel, Outlook, and PowerPoint as a major part of the job.
- Yes
- No

**QUESTION 6**

MQ6: Select the response that best describes your experience coordinating activities requiring complex arrangements. Typically gained by at least six (6) months of experience at professional level where you were responsible for coordinating and arranging multiple complex activities such as travel, registration, accommodation negotiations, coordinating volunteers, audiovisual support, planning meals, and designing forms. Your answer must be supported by your resume.
- I have less than one (1) year of experience coordinating activities requiring complex arrangements.
- I have one (1) year or more of experience coordinating activities requiring complex arrangements.
- I have two (2) years or more of experience coordinating activities requiring complex arrangements.
- I have three (3) years or more of experience coordinating activities requiring complex arrangements.

**QUESTION 7**

PQ7: Preferred Qualification: While not required, a positive response may increase your score. Select the response that best describes your work experience collaborating with individuals and communities who have diverse perspectives, backgrounds, and ideas. Typically gained by at least one (1) year of full-time work experience dealing with all types of customers who could be agitated, think or communicate differently, where you were responsible for finding understanding and and positive outcomes. Personal, family-type situations are not at the skill level required for this position.
- I have less than one (1) year of work experience using these skills.
- I have one (1) or more years of work experience using these skills.
- I have two (2) or more years of work experience using these skills.
- I have three (3) or more years of work experience using these skills.

* Required Question
State of Idaho

PTV Communications Specialist - Social Media

| SALARY                  | $20.00 - $24.00 Hourly  |
|                        | $41,600.00 - $49,920.00 Annually |
| JOB TYPE               | Full Time |
| JOB NUMBER             | 18134 |
| OPENING DATE           | 02/08/2023 |
| LOCATION               | Boise, ID |
| REMOTE EMPLOYMENT      | Flexible/Hybrid |
| DEPARTMENT             | Idaho Public Television |
| CLOSING DATE           | 2/19/2023 11:59 PM Mountain |

Description

Are you a recent college graduate or entry level media professional looking for an opportunity to create and manage digital content across multiple platforms? Does the idea of working with a creative multimedia team excite you? Then we have an exceptional opportunity for you!

Idaho Public Television has an exciting and very rare opportunity for an enthusiastic, dynamic, and talented team member to join our Communications team. We are looking for an entry level Social-Media Specialist to help us grow our digital content and more.

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NOTE: This position is a full-time group position with full benefits including health insurance, PERSI, paid time off, tuition reimbursement programs, and more! Working hours are typically 8 a.m. to 5 p.m. 40 hours/week but may be flexible upon approval.

Example of Duties
• Crafting social media outreach and managing multiple IdahoPTV accounts.
• Following social media trends and experimenting with creating content in a variety of formats.
• Assisting in layout of digital and print materials via Adobe InDesign.
• Back up support for digital content and IdahoPTV web outlets.
• Writing and proofing social media posts, WordPress, Channels magazine, press releases and more.
• Assist and facilitate the Communications team in reaching all demographics of PBS viewers through multiple types of digital and social media.
• Participate in projects by preparing media and digital content for all releases, brochures, posters, newsletters, promotions, and other materials.
• Develop and recommend or implement program policies and procedures.
• Creating or managing and implementing a social media calendar.
• Prepare or assist in the preparation of administrative reports, studies, and specialized projects.
• Evaluate effectiveness relative to the development and implementation of projects.

Minimum Qualifications

Good knowledge of:

• Social Media
• Promotion and marketing concepts
• Graphic art design techniques
• Writing, proofing, or editing materials for publications
• Good knowledge of MS Office, marketing computer software and online applications (CRM tools, Online analytics, Google Analytics, etc.)

PREFERRED QUALIFICATIONS

• Working collaboratively and coordinating with others to accomplish projects
• Experience independently solving problems in a work setting
• Experience planning and implementing projects

Supplemental Information

This position is a full-time group position with full benefits including health insurance, PERSI, paid time off and more! This role has the potential of future permanent employment. Working hours are typically 8 a.m. to 5 p.m. 40 hours/week but can be flexible upon approval. If you are a student, we prefer Senior class or within one year of graduation.

This is a hybrid position working onsite and from home as approved.

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Website
https://www.governmentjobs.com/careers/idaho

PTV Communications Specialist - Social Media Supplemental Questionnaire

*QUESTION 1

MQ1: Do you have good experience creating Social Media content and posts through a variety of formats, and tracking effectiveness? Typically gained by 1 year or more personal or work-related experience creating, modifying, and publishing content.

☐ Yes
☐ No

*QUESTION 2

MQ2: Have you gained good knowledge of promotion and marketing theory and methods. Typically gained through upper division coursework in marketing/communications or public relations/promotion; OR 1 or more years of experience marketing or promoting a service or product, and may be either a volunteer or paid position.

☐ Yes
☐ No

*QUESTION 3
MQ3: Have you obtained good knowledge of graphic art design techniques. Typically gained by at least (1) one year of experience as a graphic designer or successful completion of two upper division college courses covering graphic design.

- Yes
- No

*QUESTION 4

MQ 4: Do you have good knowledge writing, proofing, or editing materials for publications. Typically met by six months of experience writing, proofing, or editing materials for publications.

- Yes
- No

*QUESTION 5

MQ5: Do you have good knowledge of Microsoft Office products, such as Word, Excel, and PowerPoint, marketing software, or other CRM tools, Online analytics, Google Analytics, or other. Typically gained by at least (1) one year of work experience using Microsoft Office products such as Word, Excel, marketing software, or other CRM tools, Online analytics, Google Analytics, or other as a major part of the job.

- Yes
- No

*QUESTION 6

EXTRA CREDIT: This is not required but could increase your score. PQ1: Select the response that best describes your experience independently solving problems in a work setting. Typically gained by at least one (1) year of work experience requiring problem-solving skills while dealing with individuals, multi-agencies, and groups providing high-level customer service. Your answer must be supported by your resume.

- I have less than one (1) year of work experience independently solving problems.
- I have one (1) year or more of work experience independently solving problems.
- I have two (2) years or more of work experience independently solving problems.
- I have three (3) years or more of work experience independently solving problems.

*QUESTION 7

EXTRA CREDIT: This is not required but could increase your score. PQ2: Select the response that best describes your education or professional experience working collaboratively and coordinating with others to accomplish projects. Work experience should be full-time work (at least 35 hours per week) or two years working 20 hours per week.

- I have not had education, training, or work experience regarding these skills.
- I have had education or training in these skills but have not yet used these skills at work.
- I have at least six (6) months of work experience regularly using these skills.
- I have at least one (1) 10 year of work experience regularly using these skills.
- I have more than one (1) year of work experience where I regularly use these skills and have consulted with coworkers in the use of these skills, or have been assigned by my supervisor to train new employees in developing these skills.

*QUESTION 8

EXTRA CREDIT: This is not required but could increase your score. PQ3: Do you have experience planning and implementing projects? Typically gained by at least (6) six months of experience planning and implementing projects.

- Yes
○ No

* Required Question
State of Idaho

PTV Communications Specialist - AmGrad_Jobs Explained (Social Media)

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Description

Idaho Public Television has an exciting and very rare opportunity for an enthusiastic, dynamic, and talented team member to launch the "American Graduate: Jobs Explained." It is a digital content initiative that will leverage public media's unique local/national infrastructure to expose high school students in our area to tools and resources that will help them discover well-paying, in-demand careers, and industries which may not require traditional educational pathways.

The Am-Grad Jobs Explained Specialist will work closely with the Idaho Public Television project team to develop, curate, and create videos that inform teens on social media and other social media platforms about in-demand careers and career pathways they likely haven’t considered. The emphasis will be on Construction Jobs. The ideal candidate will have demonstrated experience writing, filming, producing, sourcing information, collecting digital assets, publishing, editing digital video and have a deep familiarity with vertical video content. We are looking for someone who is responsive to data and knows how to read and respond to content metrics. If you are an enthusiastic digital content creator who loves public media and has a deep understanding of content that engages young audiences, we want to talk to you.

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Idahoans. We Tell Idaho’s Stories.

NOTE: This position is a full-time limited service position with full benefits including health insurance, PERSI, paid time off, tuition reimbursement programs, and more! Working hours are typically 8 a.m. to 5 p.m. 40 hours/week but may be flexible upon approval.

Example of Duties

- Collaborate with the project team to coordinate the development, production, and delivery of social media/Reels content supporting the overall goals and objectives of the initiative
- Produce at least 3 social media/Reels videos each week that adhere to project templates and appeals to youth audiences
- Create content for social video-forward platforms
- Create, maintains, and consistently uploads content to the station’s Social Media channel and Instagram page
- Identify emerging trends, opportunities, and influential content creators on Social Media/Instagram focused on careers, jobs, and pathways to employment
- Attend weekly meetings with partner station Social Video Specialists to share successes, best practices, and advice
- Provide internal updates on performance metrics and assists in drafting regular updates and reports for project funder.

Minimum Qualifications

Good knowledge of:

- Adobe CC Suite
- Digital video production or social media content creation
- Social Media platforms (such as Facebook, Instagram, YouTube, TikTok, Twitter, etc.)
- Writing, proofing, or editing materials for publications
- Good knowledge of MS Office, marketing computer software and online applications (CRM tools, Online analytics, Google Analytics, etc.)

PREFERRED QUALIFICATIONS

- Working collaboratively and coordinating with others to accomplish projects
- Experience independently solving problems in a work setting
- Experience planning and implementing projects
- Strong understanding of digital metrics/KPIs.

Supplemental Information

If you are a student, we prefer Senior class or within one year of graduation.

Please be ready to provide samples or a portfolio of created social media video content.

Applicants with experience in content production for young people, promotions, digital design, education, or social improvement projects are strongly encouraged to apply.

This position is a full-time limited service position with full benefits including health insurance, PERSI, paid time off and more! This role has the potential of future permanent employment. Working hours are typically 8 a.m. to 5 p.m. 40 hours/week but can be flexible upon approval. If you are a student, we prefer Senior class or within one year of graduation.

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*B*Benefits may not be applicable for temporary or seasonal positions.

**EEO/ADA/Veteran's Preference**

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**Website**

https://www.governmentjobs.com/careers/idaho

**PTV Communications Specialist - AmGrad_Jobs Explained (Social Media) Supplemental Questionnaire**

**QUESTION 1**

**MQ1:** Do you have good experience creating Digital Video or Social Media content and posts through a variety of formats, and tracking effectiveness? Typically gained by 1 year or more personal or work-related experience creating, modifying, and
**QUESTION 2**

MQ2: Have you gained good experience working with Social Media Platforms (such as Facebook, Instagram, Twitter, YouTube, TikTok, etc.) Typically gained through 1 or more years of experience working with Social Media platform, and may have been gained through either a volunteer or paid position.

- Yes
- No

**QUESTION 3**

MQ3: Have you obtained good knowledge of the Adobe CC Suite? Typically gained by at least (1) one year of experience using the Adobe CC Suite either for personal or professional use.

- Yes
- No

**QUESTION 4**

MQ 4: Do you have good knowledge writing, proofing, or editing materials for publications. Typically met by six months of experience writing, proofing, or editing materials for publications.

- Yes
- No

**QUESTION 5**

MQ5: Do you have good knowledge of Microsoft Office products, such as Word, Excel, and PowerPoint, marketing software, or other CRM tools, Online analytics, Google Analytics, or other. Typically gained by at least (1) one year of work experience using Microsoft Office products such as Word, Excel, marketing software, or other CRM tools, Online analytics, Google Analytics, or other as a major part of the job.

- Yes
- No

**QUESTION 6**

EXTRA CREDIT: This is not required but could increase your score. PQ1: Select the response that best describes your experience independently solving problems in a work setting. Typically gained by at least one (1) year of work experience requiring problem-solving skills while dealing with individuals, multi-agencies, and groups providing high-level customer service. Your answer must be supported by your resume.

- I have less than one (1) year of work experience independently solving problems.
- I have one (1) year or more of work experience independently solving problems.
- I have two (2) years or more of work experience independently solving problems.
- I have three (3) years or more of work experience independently solving problems.

**QUESTION 7**

EXTRA CREDIT: This is not required but could increase your score. PQ2: Select the response that best describes your education or professional experience working collaboratively and coordinating with others to accomplish projects. Work experience should be full-time work (at least 35 hours per week) or two years working 20 hours per week.
I have not had education, training, or work experience regarding these skills.

I have had education or training in these skills but have not yet used these skills at work.

I have at least six (6) months of work experience regularly using these skills.

I have at least one (1) year of work experience regularly using these skills.

I have more than one (1) year of work experience where I regularly use these skills and have consulted with coworkers in the use of these skills, or have been assigned by my supervisor to train new employees in developing these skills.

**QUESTION 8**

EXTRA CREDIT: This is not required but could increase your score. PQ3: Do you have experience planning and implementing projects? Typically gained by at least (6) six months of experience planning and implementing projects.

- Yes
- No

**QUESTION 9**

EXTRA CREDIT: This is not required but could increase your score. PQ4: Do you have education or experience compiling and analyzing statistical data and drawing conclusions. Typically gained by 1 or more years of work experience compiling and analyzing statistical data and drawing conclusions OR completion of at least an entry level and advance statistics course whereby you had to analyze data and draw conclusions.

- Yes
- No

* Required Question
State of Idaho
PTV Multi-media Specialist/Producer

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Description

Idaho Public Television has an exciting and very rare opportunity for an enthusiastic, dynamic, and talented team member to join our Communications team. We are looking for an experienced Multi-Media/Social-Media Specialist/Producer to help us grow our digital content and more.

Idaho Public Television is a PBS member station and Idaho's only statewide educational broadcast network. We are a state agency under the Idaho State Board of Education. Our nonprofit arm, The Friends of Idaho Public Television, Inc., provides private support for our content and educational content efforts and allows us to produce award-winning long form documentaries, quality public affairs journalism, podcasts, and educational events. We harness the power of public media to encourage lifelong learning, connect our communities, and enrich the lives of all Idahoans. We Tell Idaho's Stories.

Example of Duties

- Assisting in layout of digital and print materials via Adobe InDesign.
- Editing video and audio assets for broadcast and social media videos using Adobe Premiere, After Effects and more.
- Following social media trends and experimenting with creating content in a variety of formats.
- Overseeing print orders and other projects for Idaho Public Television.
- Assist and facilitate the Communications team in reaching all demographics of PBS viewers through multiple types of digital and social media.
- Participate in projects by preparing media and digital content for all releases, brochures, posters, newsletters, promotions and other materials.
- Develop and recommend or implement program policies and procedures.
- Prepare or assist in the preparation of administrative reports, studies, and specialized projects.
- Evaluate effectiveness relative to the development and implementation of projects.

Minimum Qualifications

Good knowledge of:
- Adobe CC Suite
- Promotion and marketing concepts
- Graphic art design techniques
- Experience creating, manipulating and formatting video, photographic images in digital formats for electronic and/or web-based documents and applications
- Good knowledge of MS Office, marketing computer software and online applications (CRM tools, Online analytics, Google Analytics, etc.)

PREFERRED QUALIFICATIONS
Experience independently solving problems in a work setting
- Working collaboratively and coordinating with others to accomplish projects
- Experience planning and implementing projects

Supplemental Information

NOTE: Experience in Public Media is preferred. This position is a full-time position with full benefits including health insurance, PERSI, paid time off and more! This role has the potential of future permanent employment. Working hours are typically 8 a.m. to 5 p.m. 40 hours/week but can be flexible upon approval.

This is a hybrid position working onsite and from home as approved.

It is the policy of Idaho Public Television to create an environment that supports diversity in all aspects of employment and in the daily operation of the enterprise. This diversity policy also carries over to the communities we serve through programming, community outreach, and our involvement in local and national organizations that promote diversity and inclusion.

The State of Idaho is committed to providing equal employment opportunities and prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

The State of Idaho is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services are available upon request. If you require an accommodation at any step in our recruitment process, you are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email ada.coordinator@dhr.idaho.gov.

Preference may be given to veterans who qualify under state and federal laws and regulations

Benefits
https://dhr.idaho.gov/StateEmployees/Benefits.html

*Benefits may not be applicable for temporary or seasonal positions.

**EEO/ADA/Veteran’s Preference**
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| Agency          | Address                |
|-----------------|                       |
| State of Idaho  | 304 North 8th Street  |
|                 | Boise, Idaho, 83720   |

**Website**
https://www.governmentjobs.com/careers/idaho

**PTV Multi-media Specialist/Producer Supplemental Questionnaire**

*QUESTION 1

MQ1: Do you have good experience using Adobe CC Suite? Typically gained by 1 year or more personal or work-related experience creating, modifying, and publishing content.

- Yes
- No

*QUESTION 2

MQ2: Have you gained good knowledge of promotion and marketing theory and methods. Typically gained through upper division coursework in marketing/communications or public relations/promotion; OR 1 or more years of experience marketing or promoting a service or product, and may be either a volunteer or paid position.

- Yes
- No

*QUESTION 3

MQ3: Have you obtained good knowledge of graphic art design techniques. Typically gained by at least (1) one year of experience as a graphic designer or successful completion of two upper division college courses covering graphic design.

- Yes
- No

*QUESTION 4

https://www.governmentjobs.com/careers/idaho/jobs/newprint/3938665
MQ4: Do you have experience creating, manipulating and formatting video/photographic images in digital formats for electronic and/or web-based documents and applications. Typically gained by at least (1) one year of work experience (including combination of personal, work experience and internships) in video, photography, artwork, or digital files for electronic and/or web-based documents and applications.

☐ Yes
☐ No

* QUESTION 5

MQ5: Do you have good knowledge of Microsoft Office products, such as Word, Excel, and PowerPoint, marketing software, or other CRM tools, Online analytics, Google Analytics, or other. Typically gained by at least (1) one year of work experience using Microsoft Office products such as Word, Excel, marketing software, or other CRM tools, Online analytics, Google Analytics, or other as a major part of the job.

☐ Yes
☐ No

* QUESTION 6

EXTRA CREDIT: This is not required but could increase your score. PQ1: Select the response that best describes your experience independently solving problems in a work setting. Typically gained by at least one (1) year of work experience requiring problem-solving skills while dealing with individuals, multi-agencies, and groups providing high-level customer service. Your answer must be supported by your resume.

☐ I have less than one (1) year of work experience independently solving problems.
☐ I have one (1) year or more of work experience independently solving problems.
☐ I have two (2) years or more of work experience independently solving problems.
☐ I have three (3) years or more of work experience independently solving problems.

* QUESTION 7

EXTRA CREDIT: This is not required but could increase your score. PQ2: Select the response that best describes your education or professional experience working collaboratively and coordinating with others to accomplish projects. Work experience should be full-time work (at least 35 hours per week) or two years working 20 hours per week.

☐ I have not had education, training, or work experience regarding these skills.
☐ I have had education or training in these skills but have not yet used these skills at work.
☐ I have at least six (6) months of work experience regularly using these skills.
☐ I have at least one (1) 10 year of work experience regularly using these skills.
☐ I have more than one (1) year of work experience where I regularly use these skills and have consulted with coworkers in the use of these skills, or have been assigned by my supervisor to train new employees in developing these skills.

* QUESTION 8

EXTRA CREDIT: This is not required but could increase your score. PQ3: Do you have experience planning and implementing projects? Typically gained by at least (6) six months of experience planning and implementing projects.

☐ Yes
☐ No

* Required Question
State of Idaho
PTV Communications Manager

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**Description**

Idaho Public Television has an exciting and very rare opportunity for an enthusiastic, dynamic, and talented team member to join our Communications team. We are looking for a dynamic, creative, growth minded Communications Manager to implement strategy, lead our talented staff, and manage our Communications program. In addition, this position will be working with the Director of Communications to oversee Idaho Public Television websites, social media accounts, digital outreach, project management, and other fun projects.

Idaho Public Television is a PBS member station and Idaho's only statewide educational broadcast network. We are a state agency under the Idaho State Board of Education. Our nonprofit arm, The Friends of Idaho Public Television, Inc., provides private support for our content and educational content efforts and allows us to produce award-winning long form documentaries, quality public affairs journalism, podcasts, and educational events. We harness the power of public media to encourage lifelong learning, connect our communities, and enrich the lives of all Idahoans. We Tell Idaho's Stories.

**Example of Duties**

**Managerial/Leadership Duties**

- Plans, develops, implements, coordinates and evaluates our Communication program.
- Hires, trains and evaluates varying levels of staff.
- Establish program goals with the Director of Communications, priorities, and operating procedures.
- In partnership with the Director of Communications, develops and controls the Communications budget.
- Frequently develops, negotiates or manages grants/contracts.
- Review and analysis of related laws and regulations to determine fiscal, operational and program impact.
- Implement and interpret state government, and public media, and federal government rules, policies and guidelines.
- Confer with state and public media entities on requirements and compliance and is responsible for program compliance with all mandated requirements.
- Lead and implement projects, working directly with the Director of Communications,

**Technology Duties**
• Good understanding of and familiarity with social trends adapting to changing algorithms across various social media platforms.
• Experience working with OTT devices and new media outreach, i.e.: Roku, Pandora, Spotify, Nextdoor, and more.
• Supervise and oversee IdahoPTV websites, and related work.
• Providing automated system user support.
• Oversee website strategies, design, and ADA compliance.

Minimum Qualifications

• Knowledge of management practices, evaluating performance, and generating employer problem solving solutions.
• Experience developing procedures for a professional program and monitoring a budget.
• Experience supervising staff.
• Experience performing liaison work where you worked to bring different groups together and/or performed as an intermediary in a volunteer or professional setting.
• Knowledge and experience working with grant specifications, compliance and regulations.
• Experience planning and developing communication and public relations strategies and programs.

Preferred Qualifications

• Experience developing and posting social media content.
• Working knowledge of Adobe software and other similar graphic design software.
• Experience creating, maintaining, and managing multiple websites.

Supplemental Information

This position is a full-time position with full benefits including health insurance, PERSI, paid time off and more! Working hours are typically 8 a.m. to 5 p.m. 40 hours/week but can be flexible upon approval. The selected applicant may be occasionally required to participate in evening and weekend events. This is a hybrid position working onsite and from home as approved.

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**Website**

https://www.governmentjobs.com/careers/idaho

**PTV Communications Manager Supplemental Questionnaire**

**QUESTION 1**

**MQ1:** Please check the most appropriate response on how you have obtained some knowledge of management practices, evaluating performance, and generating employer problem solving solutions. Your answer must be supported by your resume.

- [ ] I do not have any knowledge of management practices, evaluating performance, and generating employer problem solving solutions.

- [ ] I have one year of work experience that includes all the essential elements of management (Planning, Organizing, Leading, and Controlling) OR completion of two upper division college-level courses, or approximately 60 hours of management training, that included all the essential elements of management AND six months of work experience performing all management elements.

- [ ] I have at least two years of work experience performing all management elements OR completion of two upper division college-level courses or approximately 60 hours of management training that included all the essential elements of management (Planning, Organizing, Leading & Controlling) AND at least one year experience.

- [ ] I have a Bachelor's degree in Business Administration, Public Administration, or a related field; OR at least four years of experience in a job situation with responsibility for all the essential elements of management; OR completion of at least two upper division college-level courses in management AND at least three years of experience in a job situation with responsibility for all the essential elements of management.

**QUESTION 2**

**MQ2:** Please check the option that best describes your experience developing procedures for a professional program and monitoring a budget. Your answer must be supported by your resume.

- [ ] I have at least one year of experience developing procedures for a professional program and monitoring a budget.
I do not have experience developing procedures for a professional program and monitoring a budget.

*QUESTION 3

MQ3: Choose the correct statement below that best describes your experience supervising staff. Your answer must be supported by your resume.

- I have less than six (6) months professional experience supervising staff.
- I have more than six (6) months of experience supervising staff.
- I have more than one (1) year of experience supervising staff.
- I have more than two (2) years of experience supervising staff.

*QUESTION 4

MQ4: Choose the option below that best describes your experience performing liaison work. Typically gained by at least six (6) months of experience solving problems and performing liaison activities where you worked to bring different groups together and/or performed as an intermediary in a volunteer or professional setting Your answer must be supported by your resume.

- I have less than six (6) months of experience performing liaison work.
- I have more than six (6) months of experience performing liaison work.
- I have more than one (1) year of experience performing liaison work.
- I have more than two (2) years of experience performing liaison work.

QUESTION 5

MQ5: Do you have experience interpreting and applying rules, policies, and procedures related to program operations to ensure compliance with state and federal laws?

- Yes
- No

*QUESTION 6

MQ6 Specialty: Do you have good knowledge of working with grants, specifications, compliance, or contract administration? This is typically met through successful completion of college coursework or a training course or workshop specifically covering grants or contract administration; OR experience in collection, organization, and evaluation of data to be utilized for grant or contract development and monitoring such as development of grant or contract budgets, scope of work, time tables, reporting requirements, and monitoring experience such as reviewing reports, compiling performance data, reviewing expenditures and budget information.

- I do not have the experience or education with contracts/grants as described above. Therefore, I do not meet the requirement for this position.
- I have the experience and/or education as listed above.
- I have more than three years of experience and/or education as listed above.
- I have more than five years of experience and/or education as listed above.

*QUESTION 7

MQ7 Specialty: Do you have experience planning and developing communication and public relations strategies and programs? This experience is typically gained by approximately one year of experience planning and developing communication and public relations strategies and programs OR completion of college-level coursework covering marketing, communications, and public relations strategies and programs.

- I do not have experience or education as described above.
* QUESTION 8
MQ8: Specialty: Graphic Design Techniques and Design Software: I have at least one year of work experience performing computer layout and design under supervision; OR, I have an equivalent combination of college-level instruction and experience performing the same type of work under supervision.
- Yes
- No

* QUESTION 9
PQ1: Extra Credit, while not required but could increase your score. Do you have experience developing and posting social media content in a work setting. Typically met by at least 1 year of experience posting social media content within the scope of your job.
- Yes
- No

* QUESTION 10
PQ2: Extra Credit while not required, this may increase your score. Do you have working knowledge of Adobe software and other similar graphic design software. Typically gained by at least one year of experience using Adobe software or other graphic design software.
- Yes
- No

* QUESTION 11
PQ3: Extra Credit while not required, this could increase your score. Please choose which option best reflects your experience creating, maintaining, and managing multiple websites.
- I do not have this experience
- I have 1 year or less experience.
- I have up to 2 years of experience.
- I have at least 3 or more years of experience.

* Required Question