VEGAS PBS OFFICE SUPERVISOR
– CONTENT DEPARTMENT

Position Details
Class Code: 4834
Job Family: Broadcast/Communications
Classification: Support Professional
Terms of Employment: Pay Grade 51 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary
Under general direction, plans, organizes, directs, and reviews clerical activities required to support the Content department at the Vegas PBS Educational Technology Campus.

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

1. Plans, organizes, and sets priorities on work and works independently with minimal supervision.
2. Organizes and supervises the maintenance of complex records and files.
3. Researches and prepares complex reports on own initiative or, as directed.
4. Suggests and initiates decisions to improve workflow, to modify clerical procedures, or to provide in-house services for clerical staff.
5. Promotes public relations and deals tactfully and diplomatically with people.
6. Determines procedures for handling unique problems.
7. Interprets, explains, and applies written and oral instructions, procedures, and regulations to clerical and administrative staff, as directed.
8. Prepares correspondence to explain material being sent to answer requests and complete forms for the Content department staff, grant reports, and board all
updates for the Clark County School District Board of Trustees and Southern Nevada Public Television (SNPT) Directors.

9. Develops procedures for obtaining information from employees, from records, or by observation.

10. Answers and refers inquiries and gives out information, over the telephone and in the office, to the public, and to school personnel.

11. Prepares Board and/or committee items and agendas, client meeting packets, travel arrangements, and travel reimbursements for all Content department staff.

12. Plans and monitors the clerical work of the office to ensure prompt submission of reports, studies, letters, tabulations, and other material origination in the office.

13. May assist in the preparation and review of departmental budgets and in the preparation of special program budgets.

14. Provides the primary contact point for preparation of requisitions and records of office supplies and equipment, time sheets, office mail distribution, etc.

15. Oversees office document review process, including editing for grammar and clarity.

16. Assists Content administration in daily reports to analyze programming and marketing campaigns.

17. Responsible for using software and tools to create reports and provide analysis to Content administrators.

18. Schedules appointments and meetings for department staff.

19. Provides the primary contact point for internal coordination between Vegas PBS departments.

20. Maintains and updates fact sheets, inventory spreadsheets, and other documents containing information about Vegas PBS, its departments, divisions and programs.

21. Organizes and supervises the coordination of internal and external Content department events.

22. Responsible for securing quotes on project costs and tracking projects that come through the Content department.

23. Conforms to safety standards, as prescribed.

24. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS

Involves complex clerical tasks requiring substantial judgment, analytical ability and attention to detail.
KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations)

1. Must embrace, actively support, and develop the corporate culture of teamwork, diversity and inclusion, integrity, excellence, and service.
4. Proficient in word processing and computer software tools such as, Microsoft Word, Windows, PowerPoint, Excel, Outlook and Access.
5. Ability to run reports and provide training in audience research tools, media monitoring services, and social media analytics.
6. Ability to promote public relations and deal tactfully and diplomatically with people in a variety of circumstances.
7. Ability to plan, supervise, and coordinate work and provide organizational guidance of several others in needs of particular tasks.
8. Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks when priorities change.
9. Ability to keep information confidential and maintain an ethical attitude.
10. Ability to do editorial checking for spelling, punctuation, and grammar.
11. Ability to edit documents for clarity and accuracy.
12. Ability to concentrate on accuracy of details.
13. Ability to determine procedures for handling unique problems.
14. Ability to recognize and report hazards and apply safe work methods.
15. Judgment as to when to act independently and when to refer situations to supervisor.
16. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Three (3) years secretarial or clerical experience.
3. Verified typing/keyboarding score of 45 words per minute net.
KEYBOARDING/TYPING CERTIFICATION MUST FOLLOW SPECIFIC GUIDELINES IN ORDER FOR YOUR APPLICATION OR QUALIFIED SELECTION POOL (QSP) PLACEMENT TO BE CONSIDERED BY THE CLARK COUNTY SCHOOL DISTRICT: http://ccsd.net/employees/resources/pdf/typing_certification_guidelines.pdf

**Licenses and Certifications**
None Specified.

**Preferred Qualifications**
None Specified.

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**Document(s) Required at Time of Application**
1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Verified typing/keyboarding score of 45 words per minute net.
3. Specific documented evidence of training and experience to satisfy qualifications.

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**Examples of Assigned Work Areas**
Clark County School District facilities, schools, and department offices, Vegas PBS Educational Technology Campus.

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**Work Environment**

**Strength**
Sedentary/Medium - Exert force to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs.

**Physical Demand**
Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to
read printed and online materials, a Video Display Terminal (VDT) screens or other monitoring devices.

**Environmental Conditions**
Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

**Hazards**
Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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**Examples of Equipment/Supplies Used to Perform Tasks**
Various computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

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**AA/EOE Statement**
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

**Job Revision Information**
- Revised: 08/30/21
- Created: 07/23/15