

Vegas PBS Sales Assistant

Position Details

Class Code: 4823

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 48 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, provides support for Corporate Support Representatives and other departmental underwriting and sales staff by performing a variety of complex clerical, sales, database entry and management, and general accounting duties requiring substantial independent judgment.

Essential Duties and Responsibilities

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

1. Plans, organizes, and sets priorities on work and works independently and responds to client requests in a timely manner.
2. Interprets, explains, and applies written and oral instructions, procedures, and regulations.
3. Obtains and relays information from visitors and customers on their needs and, when necessary, refers to appropriate administrative staff and accepts messages for Sales staff.
4. Provides daily customer service for clients and Sales staff.
5. Receives sponsor spots, assigns house numbers, and delivers the appropriate sponsor spot to master control for dubbing.
6. Creates traffic instructions in the system, paying specific attention to day/date and copy rotation.

7. Executes broadcast print, web, and social media copy revisions accurately and promptly and makes changes in traffic software, websites, and magazine ads as necessary while meeting strict deadlines.
 8. Calls agencies, dub-houses, sales, and other stations as necessary to obtain missing materials in advance of advertisers' first broadcast date, and provides resolutions for scheduling discrepancies.
 9. Accurately schedules messages following advertisers' instructions and pays specific attention to detail to avoid product conflicts.
 10. Resolves sponsorship spot problems that arise from technical errors or program changes.
 11. Prepares expense data for the Accounting Department to include reporting for travel arrangements and reimbursements; communicates billing discrepancies with agencies and internal billing department.
 12. Generates daily, weekly, and monthly sales reports and completes monthly market competitive reports.
 13. Runs daily broadcast spot placement reports and monitors requirements of contracts to ensure all deliverables are met.
 14. Works closely with and acts as a liaison with advertising agency counterparts, clients, and internal departments, including Traffic, Master Control, Accounting, and Marketing.
 15. Maintains customer communications database for sales department.
 16. Maintains calendar and coordinates appointments, meetings, and conferences and attends weekly sales meetings, as necessary.
 17. Compiles and maintains account claim book for all sales staff.
 18. Maintains office supply stock as needed for the Sales staff.
 19. Conforms to safety standards, as prescribed.
 20. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves complex secretarial duties pertaining to a highly specialized activity or large operating department.

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.

2. Knowledge of Federal Communications Commission (FCC) rules regarding non-commercial sponsorship disclosures.
 3. Knowledge of secretarial practices, office machines, and record-keeping/accounting including strong computer knowledge of Microsoft Office Word, Excel, and PowerPoint.
 4. Knowledge of Clark County School District operations in relation to division/department operations.
 5. Ability to promote public relations and to deal tactfully and diplomatically with people.
 6. Ability to plan, organize, and set priorities on work and to work independently.
 7. Ability to interpret, explain, and apply written and verbal instructions, procedures, and regulations.
 8. Ability to keep information confidential and maintain an ethical attitude.
 9. Ability to perform editorial checking for spelling, punctuation, and grammar.
 10. Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks when priorities change.
 11. Ability to develop letters and reports for conformance with given principles of style.
 12. Ability to concentrate on accuracy of details.
 13. Ability to prepare complex reports on own initiative or as directed.
 14. Ability to work flexible hours or shifts.
 15. Ability to recognize and report hazards and apply safe work methods.
 16. Ability to troubleshoot and resolve issues.
 17. Judgment as to when to act independently and when to refer situations to supervisor.
 18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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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 of database management and customer service experience with emphasis on advertising and marketing.
3. One (1) year knowledge and experience working with traffic and programming schedules to meet broadcast deadlines.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

1. Proficient in and database software.
 2. Exceptional organizational skills, accuracy, and meeting tight deadlines.
 3. Excellent telephone skills, accuracy, and attention to detail.
 4. Strong math skills.
 5. Knowledge of qualitative/quantitative audience research, traffic, and other sales-related programs.
 6. Bilingual; ability to read, write, and speak English/Spanish.
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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. Copy of a valid driver's license or state-issued identification card.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Vegas PBS, District facilities – schools and department offices.

Work Environment

Strength

Sedentary/light - Exerts force to 25 lbs., occasionally.

Physical Demand

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

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate.
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 disposal equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 03/22/23
- Created: 11/14/11