

STATE OF NEBRASKA CLASS SPECIFICATION
RADIO ANNOUNCER/PRODUCER

EST: 6/91 - REV: 10/11
CLASS CODE: A33850

DESCRIPTION: Under general supervision, researches, writes and produces feature programs for Nebraska Educational Telecommunications; produces and announces an on-air shift for the Network; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

The Radio Announcer/Producer class utilizes professional judgment to determine overall content and effectiveness of radio programming, and typically supervise Radio Announcers, while the Radio Announcer class is responsible for day to day shift announcing and news broadcasts.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Researches and recommends potential subjects for on-air programs.

Researches and writes scripts for feature programs for network broadcast.

Evaluates pre-taped programming to measure production standard for possible network broadcast.

Coordinates production of studio and field programs.

Reviews news releases and other information for announcing on regular on-air shift.

Announces an on-air shift.

Assists in developing promotional materials for new programs.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: classical music and composers; journalism; broadcast and receiving equipment and technology; production methods and procedures; on-air broadcasting methods and procedures; network formats; marketing techniques.

Ability to: organize program materials and information into logical sequence; maintain good community relations; orally communicate clearly; evaluate program themes and recordings; evaluate program topics; evaluate news content; elicit information from others; meet deadlines; be creative.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience and education or training in broadcast journalism or music including broadcasting and producing news segments and special features.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).