

STATE OF NEBRASKA CLASS SPECIFICATION  
ETC/NET PRODUCER

EST: 3/10 - REV: 10/11  
CLASS CODE: A33900

**DESCRIPTION:** Under general supervision from the NET News Director or Radio Network Manager, develops and implements state-wide programming for ETC/NET; trains, assigns work, and supervises interns, and reporters who work for the Network.

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

This is a full performance class responsible for producing a variety of ETC/NET news programming utilizing a variety of media including TV, Radio, and web-based media. These positions are responsible for the overall content and effectiveness of news programming.

**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.)

Coordinates, develops, manages, produces, and/or hosts news programs for ETC/NET in radio, TV, or web-based media formats on time and within budget.

Researches topics, contacts guests, conducts interviews, and handles phone calls for the programs. Monitors issues, concerns and needs of the people of Nebraska and translates appropriately into programming to help Nebraska citizens become informed about their state.

Contacts various national program vehicles to market Nebraska produced programs for air play on radio, TV, and/or web-based media.

May assign, supervise, and mentor/train interns in producing news segments.

Develops and maintains relationships with news contacts.

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

Knowledge of: a variety of media production techniques and procedures; journalism principles; general technical aspects of radio, TV, and/or web-based media broadcasting systems; principles of promotion and marketing; research techniques; Federal Communications Commission guidelines as they relate to public radio and TV programming.

Ability to: utilize effective interviewing techniques to gather desired information; write clearly and succinctly; train volunteers, interns, and professional writers; utilize audio and visual production systems and techniques for quality sound, video, or digital reproduction; evaluate current program production and revise as necessary to meet Nebraska citizen needs.

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

Training and/or experience in a variety of journalism, media, and production areas, including journalistic reporting, broadcast media, program production, speech communication, and/or a related field.

**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).