

## RADIO NETWORK MANAGER

**DESCRIPTION:** Under administrative direction from the General Manager of the Nebraska Educational Telecommunications Commission, implements and maintains a three-tiered Public Radio Network program service or national, state and local level; develops and manages all phases of operation of the Nebraska Public Radio Network; monitors Radio Network compliance with state and federal regulations, statutes and standards; supervises Radio Network professional staff.

**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.)

Develops and coordinates various campaigns and volunteer teams for fund raising, membership, information dissemination and promotional purposes.

Researches and utilizes available funding sources through federal agencies, commercial firms and private foundations.

Prepares applications for new station activation and operations.

Coordinates with other agency personnel to activate, interconnect and operate new network stations while maintaining the originating stations' broadcast service.

Develops annual and long range broadcasting, operational and development plans.

Prepares and administers the Radio Network budget.

Coordinates with other agency personnel to maintain and replace equipment as necessary.

Develops policies and guidelines for Network programming consistent with current Federal Communications Commission and Nebraska Educational Telecommunications Commission standards and public broadcasting regulations.

Develops a quality Network program schedule, utilizing available programming opportunities, which meets the needs of Nebraska listeners.

Coordinates with educational institutions to develop and maintain a state-level program service for the Radio Network.

Supervises professional level personnel responsible for operation of the statewide Radio Network.

**FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED:** (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: specific grant sources and grant requirements for public radio funding; programming sources and membership requirements, public radio at local, state and national levels; FCC and other state and federal regulations and standards pertinent to public broadcasting; program underwriting; membership and special project fund raising.

## RADIO NETWORK MANAGER (continued)

Ability to: apply FCC and other state and federal regulations and standards to Nebraska Public Radio Network, develop policies and procedures which guarantee meeting existing regulations and standards, formulate short and long range plans to meet Nebraska Public Radio Program needs; evaluate specific equipment and other technical needs for Radio Network operations.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: the principles and practices of administration including planning, organizing, staffing and budgeting; the techniques of program planning and evaluation; principles and practices of marketing; technology of radio network systems and equipment.

Ability to: plan, organize and assign the work of subordinates; apply administrative principles and practices; communicate orally and in writing with trade professionals to exchange information and coordinate programs; apply regulations and standards; collect and evaluate data to formulate program objectives; interact with special interest groups and the public.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Bachelor's degree in broadcast journalism or related field. Non-commercial radio station management experience required.