Manager, Station Operations

Management Range: 14

Board Approved: 11/12/2026 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class*.

SUMMARY DESCRIPTION

Under the direction of the appropriate administrator, manages and coordinates the day-to-day operations of KVCR and assigned broadcast, production, programming, digital, and technical activities. Implements established operational plans, priorities, and procedures and provides supervision and work direction to assigned personnel. Note: This position is contingent on grant funding.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Manages and coordinates day-to-day activities related to public media and station operations in accordance with established plans, procedures, priorities, and service standards.
2. Coordinates day-to-day operational support for KVCR's television and radio broadcast licenses and associated digital platforms.
3. Supervises, schedules, trains, and provides day-to-day work direction to assigned staff, volunteers, student workers, interns, and temporary personnel involved in station operations and production activities.
4. Participates in the selection, onboarding, training, scheduling, and evaluation of assigned staff, volunteers, student workers, interns, and temporary personnel in accordance with District policies and procedures.
5. Coordinates with internal departments, production and technical staff, vendors, community partners, and other stakeholders regarding assigned station operations, projects, events, and production needs.
6. Assesses day-to-day programming, production, scheduling, and operational needs and coordinates assigned activities in accordance with approved station plans, Federal Communications Commission ("FCC") requirements, station standards, and established priorities.
7. Coordinates and supports day-to-day television, radio, digital, and related broadcast operations in accordance with applicable FCC rules and regulations, station procedures, and established operational requirements.
8. Participates in the development and implementation of operational goals, procedures, schedules, work plans, and activities for station operations; identifies operational needs and recommends changes or improvements to the appropriate administrator.
9. Identifies operational issues, analyzes alternatives, recommends solutions, and implements approved actions in support of station goals, operational efficiency, and service quality.
10. Gathers and analyzes operational, audience, scheduling, production, and workflow data to support decision-making, reporting, resource planning, and continuous improvement.
11. Assists with development and administration of assigned operating budgets; monitors expenditures and purchasing activities, identifies staffing, production, technology, and equipment needs, prepares cost information, and recommends spending priorities.

12. Attends conferences, meetings, trainings, and industry events to remain current on public media operations and emerging practices; evaluates information and recommends or implements approved operational and programming improvements.
13. Coordinates and supports community service programming and operations of the television channels to support high-quality public media services for Inland Southern California and other audiences served by KVCR.
14. Coordinates with development, fundraising, membership, community engagement, and station personnel to support special programs, events, pledge activities, fundraising activities, and related operational needs.
15. Anticipates, prevents and resolves difficult and/or sensitive inquiries, conflicts and complaints.
16. Monitors assigned station, production, and broadcast activities for compliance with established quality standards, operational procedures, and regulatory requirements; identifies deficiencies and recommends or implements appropriate corrective action within assigned authority.
17. Compiles audience, operational, performance, and other assigned data to support station planning and reporting; assists staff, producers, volunteers, and other assigned personnel in applying approved station standards, procedures, and brand guidelines.
18. Prepares operational updates, project information, reports, and recommendations for review by assigned administrators, managers, and cross-functional partners.
19. Prepares and maintains required reports, licenses, applications, public file materials, and other regulatory documentation; monitors applicable deadlines and coordinates or assists with required submissions to governmental and public media entities.
20. Represents KVCR at assigned community events, meetings, and outreach activities and supports station fundraising and public awareness activities as directed.
21. Performs related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Television/radio/digital production and broadcast operations.
- Principles of supervision, training and performance evaluation.
- Principles and practices of budgeting and purchasing, expenditure tracking, and basic fiscal administration.
- Principles and practices of satellite broadcasting procedures and protocols.
- Principles and practices of program development and administration.
- Broadcast scheduling and On-Air procedures.
- The resources, principles, and methods of researching program topics.
- Working knowledge of print, online, digital, social, on-air production terms and processes.

- Principles and practices of the media industry and the nonprofit sector.
- Station workflows, systems and operating procedures and processes.
- Pertinent federal, state, and local laws, codes, and regulations; including FCC rules and regulations pertaining to station operations.
- Public media licensing, reporting, public file, and compliance documentation requirements applicable to assigned station operations.
- Digital, streaming, and emerging technologies.
- Office procedures, methods, and equipment including computers and media applicable software and media systems.

Ability to:

- Coordinate and manage multiple concurrent station operations, projects, schedules, and production activities.
- Supervise, train, schedule, and provide work direction to assigned personnel.
- Coordinate effectively across programming, production, technical, digital, development, and administrative functions.
- Apply established station, broadcast, brand, operational, and regulatory standards.
- Analyze operational problems, evaluate alternatives, recommend solutions, and implement approved actions.
- Exercise sound independent judgment within established policies, procedures, priorities, and delegated authority.
- Adapt to changing operational priorities and meet critical deadlines in a fast-paced public media environment.
- Interpret and apply applicable FCC regulations and other public media requirements related to assigned functions.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness, and honesty in all aspects of the performance of duties.
- Develop interpersonal relationships with a diverse audience.
- Promote an organizational culture that values creativity, open communication, diversity, and tolerance.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Plan and organize work to meet changing priorities and deadlines.
- Meet critical deadlines while working with frequent interruptions.
- Prepare clear operational reports, recommendations, schedules, records, and correspondence.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

- A Bachelor's degree from an accredited college or university with major course work preferably in business, communications, marketing, broadcast and/or journalism.

Experience:

- Three (3) years of increasingly responsible experience in public media, broadcasting, television, radio, digital media, production, station operations, or a closely related field, including at least one (1) year of lead, supervisory, administrative, or program coordination responsibility.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, general identity, sexual orientation, and ethnic backgrounds of community college students.

Equivalency Provision

- In the absence of a Bachelor's degree, an Associate's degree or completion of sixty (60) semester units from an accredited college or university with major coursework in buisness, communications, marketing, media, broadcasting, journalism, or a related field, and five (5) years of increasingly responsible experience in public media, broadcasting, television, radio, digital media, production, station operations, or a closely related field, including at least two (2) years of lead, supervisory, administrative, or program coordination responsibility, is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environments, requiring travel from site to site, exposure to noise and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to stand or sit for prolonged periods of time, to occasionally stoop, bend, kneel, crouch, reach and twist, to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds, to operate office equipment requiring repetitive hand movement and fine motor coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.