

1 Executive Director Northwest PEG Access TV

Position Title: Executive Director of Northwest PEG Access TV (NPEGATV))

Reports to: Northwest PEG Access TV Board of Directors

Essential Duties and Responsibilities: *(Other duties may be assigned)*

Individuals holding this position may be assigned additional responsibilities. The Board reserves the right to waive the requirements contained in this job description

Summary Description: The Executive Director serves as the chief executive officer for NPEGATV.

Key responsibilities include a variety of Public Access start-up related activities, oversight to ensure compliance with obligations, and supervision of such areas as outreach, training, production, programming, promotion and fundraising. The director must lead and inspire others, effectively meet the challenges of community media in a rural environment and with new technologies, ensure the fair and equitable delivery of services.

Duties and Responsibilities:

Manage the routine operations of the station.

Oversee administrative, financial and program operations, and personnel matters.

Employ, direct, supervise and terminate services of other members of the staff.

Carry out the policies and programs established by the Board of Directors.

Work with the Board of Directors and staff to develop and implement all policies, procedures, and long-range strategic plans.

Complete reports regarding progress toward and barriers to the achievement of such policies and plans.

Ensure that the cable operator and NPEGATV comply with the terms of franchise and operating agreements on an ongoing basis, and be an effective advocate for policies that preserve and expand Public Access.

Prepare a proposed annual budget for each new fiscal year at least ninety (90) days before the expiration of the current fiscal year and, following Board approval, administer the NAT annual budget.

Develop and implement responsible fiscal procedures and policies. Negotiate and ensure compliance with NPEGATV contracts.

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Oversee the purchase and installation of all production and office equipment including preparation of bid specifications, vendor selection.

Pursue and incorporate additional revenue sources through a variety of fundraising and entrepreneurial activities, consistent with the mission of the organization.

Maintain a working relationship with representatives of school districts in service area, higher educational institutions and other civic institutions and community leaders in the area.

Perform such other duties as from time to time may be assigned by the Chairperson of the Board of Directors.

Additional Duties and Responsibilities:

Develop and coordinate an active volunteer program.

Establish and oversee Public Access training programs.

Keep informed of trends, issues, events and developments within the PEG (Public, Educational, Government) Access field through professional peer contacts and other communications in order to facilitate sharing of knowledge and best practices.

Minimum Employment Standards and Requirements:

Education/Experience: BA or BS degree from an accredited college or university, or equivalent experience.

Supervisory, managerial and/or administrative experience in the PEG Access field, or in related areas such as community media, public administration, arts, etc.

Knowledge/Skills:

Extensive knowledge of the cable TV and PEG Access field, including the history and philosophy of PEG, and a strong commitment to First Amendment rights and enhancing citizen participation through access to communications media.

Demonstrated experience in fiscal administration, planning, management of nonprofit organization(s), and human resource development.

Personnel management experience, including responsibility for hiring and termination.

Demonstrated excellent verbal and written communications skills, as well as excellent public speaking skills for both formal and extemporaneous presentations; ability to present PPAC to a diverse public.

Demonstrated desire to positively impact the community and to improve public dialogue through access to communications media.

Proven successful track record in fundraising, including short- and long-term planning, grant writing, individual donor outreach, and the ability to cultivate prosperous relationships with the funding community.

Ability to outreach to and work with diverse groups, individuals, ideas and opinions; cross-cultural competence and a demonstrated commitment to diversity.

Demonstrated self-confidence and sound judgment sufficient to handle challenges.

Desirable Qualifications:

An outstanding relationship builder, with existing ties to a broad and diverse range of Franklin County Communities.

Grasp of the history and current state of federal, local and state cable regulations.

Knowledge of field and studio video production, operating rules and procedures, the use and maintenance of production equipment and varied modes of cablecast and other dissemination technologies.

Executive-level experience in leading a nonprofit organization, preferably in non-commercial PEG Access.

Experience in working effectively with a volunteer Board of Directors and a variety of committees and individuals.

This job description should not be construed to imply that these requirements are the exclusive standards for the position. Employees will follow any other instructions and perform any other related duties as may be required to fulfill all job responsibilities and the mission of the organization.

Supervisory Responsibilities: The ability to work in a collaborative team environment is essential to the employee's successful job performance. Responsible for the supervision and evaluation of all employees and the supervision of volunteers

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Bachelor's Degree

Language Skills: Ability to read, analyze and interpret information from professional journals and technical documents and manuals. Ability to respond to inquiries or complaints from the public and staff members in a helpful, effective and timely manner is required. Ability to present a variety of technical or general information clearly and effectively to administrators, students and staff is essential.

Mathematical Skills: Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Must also apply basic math concepts to daily situations.

Reasoning Ability: Ability to define problems and solutions and to assume appropriate responsibilities within the scope of the job's responsibilities.

Other Skills and Abilities: Demonstrates knowledge, competence and skills in all aspects of current and emerging information technology, including telecommunications access, software and hardware. Demonstrates technical competencies in building-based hardware and software. Demonstrates ability in organizational, human relations, oral and handwritten communications skills.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the District may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, walk, stand, talk and hear. The individual must meet deadlines from multiple sources and interact with others. Occasionally the position requires the employee to work irregular or extended hours. Typical position requires workers to lift and carry up to 50 pounds; climb stairs, ladders or scaffolding; bend and crouch; reach, hold, grasp and turn objects; use fingers to operate computer or typewriter keyboards; and feel the shape, size and temperate of objects. The work requires the ability to speak normally, to use normal and or aided vision and hearing, and to detect odors.

Work Environment: *The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

Terms of Employment: Full Year, Salaried Position

Evaluation: Per Established Performance Cycle-bi-annually for the first two years and thereafter on an annual basis

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.