

ISSUED: 6/93  
 4/92 & 3/88  
 CLASS

TITLE: Operations Manager

SALARY  
 SCHEDULE: B

CODE: PE102

UNION: P&A-Local 1979, U.A.W.

SALARY  
 GRADE: 11

EEO  
 CODE: 10

FLSA: Exempt

JOB  
 CODE: D

## POSITION PURPOSE

Plan and manage the operational systems and procedures necessary to support programming, production and broadcasting activities of WDET-FM. Position duties require the application of specialized skills which can be acquired through a combination of job-related training and considerable on-the-job experience.

## ESSENTIAL JOB FUNCTIONS

- Coordinate operational activities in the production, master control and engineering areas of the station to facilitate the production and broadcast of programming. Work with program producers to determine production needs; provide the engineers, tapes, logs, schedules, supplies and technical direction needed by others to produce quality programs. Responsible for producing a weekly show.
- Direct the receipt of all network communications from National Public Radio (NPR) via teletype. Review incoming information; distribute applicable information to appropriate producers or members of station management. Schedule, record and audition programs available from the public radio satellite system; ensure that taped programs are well organized and free of audio problems.
- Supervise on-air operators, technical staff and student personnel. Train and instruct support staff in operational methods and procedures; assign and review work of support staff; schedule personnel to handle feeds whenever possible rather than relaying on remote control coverage. Ensure operators follow program and operating logs, take meter readings, run appropriate material according to program schedule and note any discrepancies.
- Oversee and maintain broadcast plant systems and facilities utilization. Maintain inventory and control of production supplies and equipment; ensure all materials needed for production and operation are available and in good repair. Plan and supervise technical aspects of in-studio and on-location production projects, including scheduling and directing feeds, personnel and equipment.
- Maintain activity records, logs and FCC notebook to monitor and ensure station operations meet federal communications rules and regulations. Monitor contracted promotional announcements, station and board operators licenses, broadcast reports of network programs and contracted sub-channel services. Provide information and guidance to station staff on operations issues.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

### **ADDITIONAL COMMENTS**

This classification provides administrative support for the production and broadcasting activities of WDET-FM. As such, the incumbent is scheduling and administering production needs including time, satellite feeds, personnel, etc. so programs are broadcast on schedule and with no technical difficulties. Work activities are dictated by established procedures, but require the incumbent to apply these procedures to differing sets of circumstances, some of which may include the search for new applications of procedures. This position supervises the operations staff which includes non-exempt and volunteer employees. This classification is typically found in WDET-FM and reports to and receives work direction from the Program Director.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience. Bachelor's Degree from and accredited college or university or equivalent combination of education and/or experience preferred.
- Some knowledge and understanding of electronics, audio production and broadcast procedure.
- Familiarity with public radio operations.
- Strong technical and problem solving skills.
- Some understanding of FCC rules and regulations.
- Ability to communicate effectively with others.
- Good organizational skills.
- Some experience in radio operations.
- Some supervisory experience preferred.
- Typically, incumbents have held lower level operations positions at a radio station.