JOB DESCRIPTION
Tahoe Truckee Unified School District

MANAGER OF TAHOE TRUCKEE MEDIA SERVICES (TTM)

Purpose Statement

Under the direction of the Coordinator of District Communictions, the Manager of Tahoe Truckee Media Services (TTM) role is a hands-on management position in a non-profit organization with responsibility for the coordination, implementation and overall supervision of TTM and staff. Manager of TTM is responsible for developing and facilitating community outreach to groups and individuals for the purpose of engaging them in use of the services. The Manager of TTM works collaboratively with TTUSD educational programs in regards to shared facility usage and facilitation of the learning experience.

Essential Function

- Serves as Coordinator for TTM
- Oversees general maintenance of facility and equipment
- Manages TTM's usage by the district and other entities
- Writes funding requests, grants, reports and correspondence with Access members, public government entities and the school district
- Coordinates and organizes the facility for the purpose of usage, according to rules and regulations of TTM
- Assists with productions in the studio, program scheduling for productions
- Coordinates social media usage for TTM marketing and public awareness
- Demonstrates technical expertise, supervisory skills, budgeting proficiency, and production experience
- Establishes working relationships with the public, the educational community and others who utilize the TTM facility in the course of work for the purpose of achieving program objectives
- Presents to groups using computer presentation and public speaking
- Utilizes writing, speaking and multimedia presentation techniques for the purpose of conveying information
- Performs work on own initiative without close supervision
- Monitors the broadcasting of TTM via cable television and internet streaming
- Prepares reports and audits as needed
- Supervises the coordination of staff and scheduling for government meeting coverage
- Maintains relationships with the cable companies
- Supervises and evaluates Assistant Manager of Tahoe Truckee Media Services (TTM)
- Other related duties as assigned

Job Requirements & Skills

Knowledge of:

- Basic math, including calculations using fractions, percent's, and/or ratios
- Governmental and educational television policy and procedures
- General graphics and presentation methods
- Word processing, college level writing, spreadsheet/database and computer graphic skills

Ability to:

- Perform single, technical tasks
- Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions.

- Develop and effectively communicate presentation materials.
- Work with varied groups, organize tasks for others, and communicate ideas and instructions
- Develop and implement effective and efficient policies and procedures including the operation of all organizational systems and long-range strategic plans, goals, objectives and timetables
- Hire and supervise staff including the coordination and oversight of responsibilities, scheduling, and training
- Implement and ensure compliance with operating policies and procedures
- Direct the operation of program production, including related facilities and equipment
- Develop and manage the promotion/outreach to the public
- Manage production of programming to ensure fair and equitable delivery of services
- Design, coordinate and delegate the implementation of production training sessions including the development of training materials and handbooks
- Develop staff and community orientation materials
- Oversee equipment inventory, preventative maintenance, installation, design and assembly of video systems
- Excellent verbal, written and interpersonal skills
- Ability to work independently, high degree of self-motivation
- Proficiency with current technology for performance of duties
- Excellent analytical and critical thinking and judgment skills
- Strong interpersonal skills

Responsibility

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience

Television management, in EG access and/or in educational/ government television at supervisory level preferred
Non-profit organization experience preferred

Education

Bachelor's Degree in related field

Required Testing

Successful completion of pre-employment process

Additional Qualifications

Ability to travel to other sites/locations

Continuing Education/Training

Training attendance at workshops as appropriate

Certificates & Licenses

Valid California Driver's License

Clearances

DOJ/FBI Fingerprint Clearance
TB Clearance
Drug Screening

Supervision

Coordinator of District Communications

Salary Grade

Classified Management Range 113

Work Year

230 Days

Continual training to refine skills to meet industry standards