



Producer, Radio

Classified Range: 42

Board Approved: 11/18/21 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

Coordinates the various aspects of producing radio programs including equipment set-up and scheduling, legal clearances, broadcast scripts, interviews, on-air hosting and announcing.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Hosts broadcasts and acts as on-air talent for assigned programs; gathers weather, traffic, breaking news, promotions, and underwriter information from a variety of sources and broadcasts them on assigned programs.
2. Develops, plans, produces, and edits a variety of radio content for broadcast and digital distribution, such as music, news, public interest, special features and/or public affairs.
3. Prerecords programs, stories, and segments by formatting, narrating, announcing, recording and editing with cue information for the on-duty operator.
4. Initiates story ideas and concepts for special programs and features, taking pieces from research and development through editing and delivery.
5. Coordinates with a broad spectrum of contributors, cultural organizations, business and community leaders; arranges for interviews and special live broadcasts.
6. Stays current with local, national and international news, especially as it relates to local business, finance and the economy and/or trends in the various music formats.
7. Coordinates the production of special remote radio programs, making all necessary arrangements including equipment and personnel scheduling, equipment set-up, legal & copyright clearances, broadcast scripts, guests and hosts.
8. Organizes and prepares proposals for producing special programs and submits to station management with recommendations.
9. Works with appropriate staff to plan and implement on air and live station ~~fund-raising~~ events; attends and represents the station at various public events.
10. Assists radio and television station staff in the production of promotional materials and spots promoting the radio programs.
11. Compiles community and college event-requests for on-air promotion.
12. Assists in maintaining music catalog and library by filing, inspecting and ordering media.
13. Operates various station broadcast, production and editing equipment.
14. Maintains a variety of records and logs; provides data used for budget development and administration as requested.



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15. Perform other duties related primary job duties.

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.

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**



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Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

A Bachelor's degree with major coursework in broadcasting, communications, journalism, English, music theory, fine arts or a closely related field-

Experience:

Two (2) years of experience in broadcast operations including on-air radio announcing and production of music programming, radio features and/or public affairs programs.



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License or Certificate:

Possession of a valid driver's license.

EQUIVALENCY PROVISION

In the absence of a Bachelor's degree from an accredited college or university with major course work in broadcasting, communications, journalism, English, music theory, fine arts, or a related field, an Associate's degree and four (4) years of experience in broadcast operations including on-air radio announcing and production of music programming, radio features and/or public affairs programs is qualifying.

In the absence of an Associate's degree with major coursework in broadcasting, communications, journalism, English, music theory, fine arts or a closely related field, equivalent to the completion of high school and six (6) years of experience in broadcast operations including on-air radio announcing and production of music programming, radio features and/or public affairs programs 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 primarily in a standard office setting with occasional travel from site to site; exposure to noise and electrical energy.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; 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 35 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine 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.