



Job Description

Job Title:	Executive Director, Broadcasting	Grade:	O
Department:	WTVI	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Provide oversight and development for WTVI and ancillary channels.

Characteristic Duties and Responsibilities:

1. Responsible for overall direction and administration of WTVI's programs and services; ensures that all aspects are managed in a prudent, legal, profitable, and ethical manner within the best interests of the College and the community.
2. Provides reports as requested, ensures compliance with regulatory agencies, approves industry reports.
3. Directs programming selection in accordance with editorial policies; ensures that program decisions are based on fairness, objectivity, balance and community need.
4. Maintains effective communications with governmental bodies and community organizations, assumes a position of involvement within the community and industry, serves as the official station representative.
5. Engages in long-range planning, communicates and implements the organization's mission & vision.
6. Directs the work of the staff, implements administrative policies, reviews and approves appropriate financial transactions.
7. Stays current with industry trends and legal issues.
8. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Public Information Officer and Assistant to the President

Direction Given: Direct line supervision of assigned staff



Job Description

Job Title:	Executive Director, Broadcasting	Grade:	O
Department:	Community Relations & Marketing Services	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution. Ten years' experience in progressively responsible public broadcasting field with at least five at the CEO level.

Preferred Qualifications:

Training in non-profit management

Hands-on experience in at least three areas of broadcasting

National Leadership experience

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of relevant legal and technological issues

Working Conditions:

Typical office environment