

BROADCAST COMPLIANCE SPECIALIST

DEFINITION

Assists the administration of KLCS by performing a variety of analytical duties pertaining to regulatory compliance, member services, and revenue generation.

TYPICAL DUTIES

- Ensures compliance with Federal Communications Commission (FCC) and the Corporation for Public Broadcasting (CPB) rules, and regulations, copyright laws, and program sponsorship rules.
- Develops, writes, and submits reports on license renewal, CPB Station Activity Surveys, Equal Employment Opportunity Compliance, and fund-raising efforts.
- Develops effective fundraising strategies by analyzing mail, pledge, and marketing statistics and Nielsen audience data to target fundraising opportunities.
- Identifies potential sources of funding from Federal, state, and private sources and evaluates appropriateness of grant funding relative to FCC and CPB rules and regulations and District policies.
- Prepares grant applications and proposals and supporting documentation to ensure compliance with funding requirements.
- Tracks existing grant deadlines, monitors the status of progress reports, and seeks the continuation of grant funding.
- Assists in the evaluation of proposed legislation or the implementation of approved legislation.
- Recommends procedural changes to conform to District, state, and Federal regulatory or contractual mandates.
- Maintains KLCS's Public Inspection File, Central Contractor Registration, equipment inventory, and the inventories of the stations promotional and outreach materials.
- Liaises with outside law firms, regulatory agencies, local cable and satellite providers, and other Public Broadcast System (PBS) stations regarding licensing, record keeping, broadcasting, and fundraising issues.
- Trains and provides information to District staff regarding newly enacted legislation and rules.
- Helps maintain positive interactions with viewers by taking phone calls and responding to mail and email correspondence.
- Assists the webmaster in the maintenance of the station's website page.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Broadcast Compliance Specialist assists the administration of KLCS by performing a variety of analytical duties pertaining to regulatory compliance, member services, and revenue generation.

The General Manager, KLCS is the administrator responsible for the development and implementation of policies regarding the goals, purpose, and operation of Television Station KLCS and the administrative direction of the station's operation.

An Administrative Analyst performs a variety of journey-level duties that are oriented primarily toward the analysis of systems and procedures, organization and management, work-flow and distribution, work simplification, and improvement in efficiency.

SUPERVISION

General supervision is received from the General Manager, KLCS. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Federal Communication Commission (FCC) and Corporation for Public Broadcasting (CPB) rules and regulations
- Concepts, principles, and techniques, and practices of grant development and writing
- Statistical analysis and data gathering techniques
- Public relations and community outreach
- Strategic marketing
- Board of Education rules, policies, and procedures
- Research techniques and graphic presentation

Ability to:

- Establish and maintain effective and harmonious relationships with District personnel, the public, government officials, and representatives from regulatory agencies
- Compile and analyze information and prepare clear and concise reports
- Develop strategies for marketing positioning
- Speak effectively in meetings and before groups

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in communications, education, business administration or public administration. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Experience:

Three years of grant proposal writing and research experience or other funding application preparation, writing, research, and program compliance monitoring experience is required, preferably for an educational institution or public agency. Two years of experience assuring compliance with policies and regulations of the Federal Communications Commission and/or the Corporation for Public Broadcasting is preferable.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class
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