



Job Title: Office Manager/Development Assistant- Radio Station

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: SU104

Summary: Oversees and coordinates the continuous, multifaceted daily operations of the radio station, ensuring compliance with broadcast standards, district policies, and relevant federal and state laws and regulations; Manages all aspects of radio programming, including content, on-air talent, and program sponsors

Essential Duties and Responsibilities:

- Develops programming content and structure
- Researches and analyzes program needs and topic areas
- Maintains accurate schedules, records, discrepancy reports, and follow-through communications, and ensures that all on-air broadcast programming complies with rules and regulations.
- Develops and implements systems to maintain records on station operations, volunteers, equipment, and compliance activities; prepares regular and ad-hoc reports.
- Assigns, allocates work, and generally oversees volunteer personnel engaged in continuous station operations; performs recruitment, training, scheduling, retention, problem resolution, and performance management.
- Researches and makes recommendations to management pertaining to acquisition of operating equipment
- Participates in the development and management of annual operating budgets.

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Education and Experience:

Bachelors in broadcasting, business or similar education required. Five years of radio



station management preferred.

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifent Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.