

Pittsburg State University  
**UNCLASSIFIED POSITION DESCRIPTION FORM**

<b>DEPARTMENT:</b>	KRPS FM RADIO STATION	<b>POSITION #:</b>	200001374
<b>COLLEGE/DIVISION</b>	UNIVERSITY ADVANCEMENT	PD TEMPLATE VERSION 10 – MARCH 2011	

**INSTRUCTIONS:**

1. Save this word file with a document is created (e.g. month and year the
2. Complete the Position Description Inventory data for current position data. Ins then Position Descriptions. Additional information to characteristics or requirements can be found at O\*Net Online.
3. Attach the Word file of the position meets the salary threshold of \$47,476 annually and/or \$1,826 biweekly. If the employee's salary does not meet the salary threshold, this position will be non-exempt. ntry.
4. Print the completed Position Description required by the division. dditional signatures, if
5. Send the signed position description to the division. on Inventory a pdf copy of
6. HRS & Equal Opportunity review the final Position Description with the employee.

This space is for HRS & Equal Opportunity Use Only			
FLSA Status:	Non - Exempt	FLSA Exemption(s), if applicable:	
FLSA Reviewer:	Karega Devereaux	FLSA Review Date:	10-17-16
EO Reviewer:	Lindy Johnson	EO Review Date:	10-17-14
Position Effective Date:			

1. POSITION DATA:			
<b>Action Requested:</b>	New Position	✓	Change Department/Supervisor
	Update Position Duties	✓	Other (Explain) Change hours
	<b>CURRENT</b>		<b>REQUESTED CHANGE</b>
<b>Official Title Description:</b>	Assistant Director		
<b>Working Title Description:</b>	Program Host/Feature Producer		
<b>Work Schedule (Hours &amp; Days):</b>	10:30 a.m. to 7:00 p.m. Monday-Friday, with attendance at night and weekend activities as needed.		Typically 4:45 a.m. to 1:15 p.m. Monday-Friday, with attendance at night and weekend activities as needed.
<b>Length of Position (e.g. Fiscal Year, Academic Year, Other – indicate specific period)</b>	Fiscal Year		
<b>Percent Time:</b>	100%		
<b>Location (City where employee works):</b>	Pittsburg, KS		
<b>Supervisor Name:</b>	Kelsey Renfro		Dustin Treiber
<b>Supervisor Title:</b>	Program Director		Program Director
<b>Supervisor Position #:</b>	200000255		200000255
<b>Supervisor's College/Division:</b>	University Advancement		University Advancement
<b>Reviewer Name: (optional)</b>			

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<b>Reviewer Position #: (optional)</b>		
<b>2. PRIMARY PURPOSE OF THIS POSITION:</b>		
	The Program Host/Feature Producer hosts a daily on-air shift and reports on and produces local features.	

<b>3. SUMMARIZE THE REASON FOR THE UPDATE IF THERE ARE SIGNIFICANT CHANGES IN DUTIES OR A CHANGE IN SUPERVISOR OR OTHER ORGANIZATIONAL CHANGE.</b>
No significant changes

<b>4. DESCRIPTION OF WORK:</b>													
<ol style="list-style-type: none"> <li>1. Describe the duties and responsibilities of this position. Include a duty statement for "other duties as assigned."</li> <li>2. In the left-hand column, indicate the approximate percent of time required for each duty and responsibility. The percentage amounts for all of the duties must add up to 100%.</li> <li>3. Indicate if the duties and responsibilities are <b>essential</b> (duties and responsibilities without which the position could not exist without).</li> </ol>													
	<b>#</b>	<b>%</b>	<b>Duties and Responsibilities</b>										
	<b>1</b>	<b>50%</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"><b>Duties are Essential?</b></td> <td style="width: 10%; text-align: center;">✓</td> <td style="width: 55%;"><b>Yes</b></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;"><b>No</b></td> </tr> <tr> <td colspan="5">Serve as the local host for national news programming. Responsible for gathering up-to-date weather information for the KRPS listening area and providing that information to the KRPS 4-state audience. This includes providing severe weather information in a timely manner. Responsible for providing listeners with timely information regarding upcoming programs and community events. Responsible for airing local and national underwriting and Emergency Alert System (EAS) announcements as indicated by programming log. Monitor transmitter readings, reacting to and adjust readings accordingly and notify supervisor in the case of emergencies to make sure KRPS remains in compliance with FCC regulations.</td> </tr> </table>	<b>Duties are Essential?</b>	✓	<b>Yes</b>		<b>No</b>	Serve as the local host for national news programming. Responsible for gathering up-to-date weather information for the KRPS listening area and providing that information to the KRPS 4-state audience. This includes providing severe weather information in a timely manner. Responsible for providing listeners with timely information regarding upcoming programs and community events. Responsible for airing local and national underwriting and Emergency Alert System (EAS) announcements as indicated by programming log. Monitor transmitter readings, reacting to and adjust readings accordingly and notify supervisor in the case of emergencies to make sure KRPS remains in compliance with FCC regulations.				
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<b>3</b>	<b>20%</b>	<b>Duties are Essential?</b>	<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>
Other duties as assigned by KRPS General Manager and Program Director.					

**5. COMPETENCIES (Knowledge, Skills and Abilities):** List appropriate Knowledge, Skills and Abilities for the position. Indicate competencies that are required for the position at time of hire with a "check." Refer to the information on the HRS web page for assistance with competencies (see #2 in "Instructions," above).

- A. Knowledge**
- ✓ **Clerical** – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records and designing forms.
  - ✓ **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services.
  - ✓ **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
  - ✓ **Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
  - Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
  - Engineering and Technology** — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
  - Fine Arts** — Knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.
  - Fundraising** – Knowledge of principles and methods of soliciting and gathering contributions or money or other resources, by requesting donations from individuals, businesses, charitable foundations, or governmental agencies.
  - Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
  - Mechanical** — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
  - Shared Governance** – Knowledge of the principles and methods of working in an environment where responsibility is shared by faculty and administrators.
  - ✓ **Telecommunications** — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- B. Skills**
- ✓ **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
  - ✓ **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
  - ✓ **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
  - ✓ **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
  - ✓ **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
  - Service Orientation** — Actively looking for ways to help people.
  - ✓ **Speaking** — Talking to others to convey information effectively.

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- ✓ **Time Management** — Managing one's own time and the time of others.
- ✓ **Writing** – Communicating effectively in writing as appropriate for the needs of the audience.
- ✓ **Learning Strategies** — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- ✓ **Equipment Maintenance** — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- ✓ **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- ✓ **Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- ✓ **Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- ✓ **Repairing** — Repairing machines or systems using the needed tools.
- ✓ **Research** – Using an organized and systematic way to answer questions.
- ✓ **Science** — Using scientific rules and methods to solve problems.
- ✓ **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- ✓ **Systems Evaluation** — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- ✓ **Coordination** — Adjusting actions in relation to others' actions.

**C. Abilities**

- ✓ **Collaboration** - Ability to work collaboratively with all stakeholders (faculty, community partners, staff, etc.) to build/sustain internal and external relationships.
- ✓ **Diversity** – The ability to effectively work in a diverse educational setting.
- ✓ **Multi-Task and Deadlines** - The ability to manage multiple tasks and meet deadlines.
- ✓ **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- ✓ **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- ✓ **Relationships** – The ability to work in a collegial environment with shared governance, and to establish and cultivate relationships inside and outside the University.
- ✓ **Selective Attention** — The ability to concentrate on a task over a period of time without being distracted.
- ✓ **Speech Clarity** – The ability to speak clearly so others can understand you.
- ✓ **Speech Recognition** – The ability to identify and understand the speech of another person.
- ✓ **Written Comprehension** – The ability to read and understand information and ideas presented in writing.
- ✓ **Written Expression** – The ability to communicate information and ideas in writing so others will understand.
- ✓ **Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- ✓ **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- ✓ **Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- ✓ **Fluency of Ideas** — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- ✓ **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- ✓ **Information Ordering** – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules, and the ability to negotiate contracts and agreements.
- ✓ **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- ✓ **Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

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	<p>✓ <b>Problem Sensitivity</b> — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.</p>
<b>6.</b>	<p><b>EDUCATION AND EXPERIENCE:</b> List Education and Experience appropriate for the position. Indicate those that are required at time of hire with a "check."</p>
	<p>✓ Bachelor's degree in broadcasting, communication, journalism, or a related field from an accredited institution of higher education.</p> <ul style="list-style-type: none"> <li>• Advanced degree from an accredited institution of higher education.</li> </ul>
<b>7.</b>	<p><b>LICENSE OR CERTIFICATION REQUIRED BY STATUTE OR REGULATION:</b> List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire with a "check."</p>
	<p>None</p>
<b>8.</b>	<p><b>OTHER POSITION CHARACTERISTICS OR ESSENTIAL POSTING REQUIREMENTS:</b>          Indicate any other significant characteristics (work activities, work context and work styles) that are significant for the position. Refer to the information on the HRS web page for assistance with Other Position Characteristics (see #2 in "Instructions," above).</p>
	<p><b>A. Work Activity</b></p> <ul style="list-style-type: none"> <li>• <b>Analyzing Data or Information</b> — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.</li> <li>• <b>Communicating with Persons Outside Organization</b> — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.</li> <li>• <b>Communicating with Supervisors, Peers, or Subordinates</b> — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</li> <li>• <b>Establishing and Maintaining Interpersonal Relationships</b> — Developing constructive and cooperative working relationships with others, and maintaining them over time.</li> <li>• <b>Getting Information</b> — Observing, receiving, and otherwise obtaining information from all relevant sources.</li> <li>• <b>Identifying objects, actions and events</b> — Identifying information by categorizing, estimating, recognizing differences or similarities and detecting changes in circumstances or events.</li> <li>• <b>Interacting With Computers</b> — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.</li> <li>• <b>Organizing, Planning, and Prioritizing Work</b> — Developing specific goals and plans to prioritize, organize, and accomplish your work.</li> <li>• <b>Updating and Using Relevant Knowledge</b> — Keeping up-to-date technically and applying new knowledge to your job.</li> <li>• <b>Judging the Qualities of Things, Services, or People</b> — Assessing the value, importance, or quality of things or people.</li> <li>• <b>Documenting/Recording Information</b> — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.</li> </ul>

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- **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Interpreting the Meaning of Information for Others** — Translating or explaining what information means and how it can be used.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Monitor Processes, Materials, or Surroundings** — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Performing for or Working Directly with the Public** — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- **Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Processing Information** — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- **Repairing and Maintaining Electronic Equipment** — Servicing, repairing, calibrating, regulating, fine-tuning, or testing machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles.
- **Thinking Creatively** — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- **Updating and using relevant knowledge** — Keeping up-to-date technically and applying new knowledge to your job.

**B. Work Context**

- **Contact With Others** — How much does this job require the worker to be in contact with others (face-to-face, by telephone, or otherwise) in order to perform it? Frequently
- **Coordinate or Lead Others** — How important is it to coordinate or lead others in accomplishing work activities in this job? Frequently
- **Deal With External Customers** — How important is it to work with external customers or the public in this job? Frequently
- **Duration of Typical Work Week** — Number of hours typically worked in one week. Indicate the frequency that meetings/dinners/engagements outside of the normal workday are required. 42, rarely
- **Electronic Mail** — How often do you use electronic mail in this job? Frequently
- **Face-to-Face Discussions** — How often do you have to have face-to-face discussions with individuals or teams in this job? Frequently
- **Freedom to Make Decisions** — How much decision making freedom, without supervision, does the job offer? Occasionally
- **Frequency of Conflict Situations** — How often are there conflict situations the employee has to face in this job? Occasionally
- **Frequency of Decision Making** — How frequently is the worker required to make decisions that affect other people, the financial resources, and/or the image and reputation of the organization? Frequently
- **Impact of Decisions on Co-workers or Department Results** — How do the decisions an employee makes impact the results of co-workers, clients or the department? Very much
- **Importance of Being Exact or Accurate** — How important is being very exact or highly accurate in performing this job? Important
- **Indoors, Environmentally Controlled** — How often does this job require working indoors in environmentally controlled conditions? Frequently

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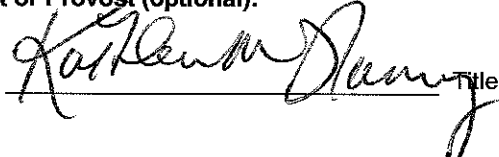
- **Letters and Memos** — How often does the job require written letters and memos? Occasionally
- **Level of Competition** — To what extent does this job require the worker to compete or to be aware of competitive pressures? Occasionally
- **Physical Proximity** — To what extent does this job require the worker to perform job tasks in close physical proximity to other people? Occasionally
- **Public Speaking** — How often do you have to perform public speaking in this job? Frequently
- **Responsible for Others' Health and Safety** — How much responsibility is there for the health and safety of others in this job? Rarely
- **Responsibility for Outcomes and Results** — How responsible is the worker for work outcomes and results of other workers? Rarely
- **Spend Time Making Repetitive Motions** — How much does this job require making repetitive motions? Occasionally
- **Spend Time Sitting** — How much does this job require sitting? It's not required, but an option frequently
- **Spend Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls** — How much does this job require using your hands to handle, control, or feel objects, tools or controls? Frequently
- **Structured versus Unstructured Work** — To what extent is this job structured for the worker, rather than allowing the worker to determine tasks, priorities, and goals? Mostly structured
- **Telephone** — How often do you have telephone conversations in this job? Frequently
- **Travel** – How frequently is travel required and where are the locations? Occasionally, the KRPS listening area
- **Work With Work Group or Team** — How important is it to work with others in a group or team in this job? Very important

**C. Background Checks**

The position requires a criminal background check and credit check.

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<b>9.</b>	<b>SIGNATURES, GUS POSITION INVENTORY &amp; ROUTING:</b> Print the Position Description and route for signatures as required by the division/area.		
<p><b>Supervisor:</b></p> <p>Signature: <u></u> Title: <u>PROGRAM DIRECTOR</u> Date: <u>9/30/16</u></p> <p><b>Department Head or Dean (optional):</b></p> <p>Signature: <u></u> Title: <u>GENERAL MANAGER</u> Date: <u>9/30/16</u></p> <p><b>Associate Vice-President, if applicable (optional):</b></p> <p>Signature: _____ Title: _____ Date: _____</p> <p><b>Vice-President or Provost (optional):</b></p> <p>Signature: <u></u> Title: <u>VPUA</u> Date: <u>9/30/16</u></p>			

**SEND THE COMPLETED POSITION DESCRIPTION TO HUMAN RESOURCE SERVICES, 204 RUSS HALL, FOR REVIEW**