



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>RADIO BROADCASTER/PRODUCTION ASSISTANT</b>	<b>27</b>	<b>C</b>	<b>7.853</b>

Under general supervision, incumbents announce radio programs of musical selections, select recordings to be played based on program specialty and knowledge of audience taste; provide relevant historical and biographical information about selections of interest to audience.

Select musical programs; choose and order selections from the station's music library; research the historical background of the music; and create appropriate programming for the station's listeners.

Present musical programs; announce musical selections; provide information related to station fund raising events, public service announcements, news, weather and sports.

Record musical selections, programs, interviews and announcements to be aired on future radio programs along with designated time slots.

Prepare quarterly Federal Communications Commission reports listing issues important to station listeners and detail how the issues were addressed during broadcasts.

Maintain the station's music library; acquire new selections; label and shelve material, catalog and arrange selections; examine discs for wear and damage; check periodically for proper placement in library; and maintain inventory of collections.

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**INFORMATIONAL NOTE:**

- \* An FCC Broadcast license is required within six months of appointment and as a condition of continuing employment.

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in music, English, or closely related field and one year of music radio announcing or production experience; **OR** graduation from high school or equivalent education and three years of experience in music radio announcing or production; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** music and cultural history, composers and performers of music, and the backgrounds of specific musical selections; varied music recordings, their availability and histories. **Ability to:** produce a diverse and interesting music program that will appeal to radio listeners; read and enunciate clearly, coherently, and pleasantly in English and other languages as required; gather extensive historical information, and shape it into a coherent, enjoyable, and informative radio program; conduct live interviews and/or radio announcements.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** cultural and political concerns of listeners and others within the station's listening areas;

## MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): (cont'd)  
breadth and detail of programming; recording industry and available resources in terms of recorded music. **Ability to:** interact pleasantly in person and over the telephone with listeners and volunteers; work within a given time frame determined by program schedule; write radio scripts to be read on-air; speak on a one-to-one basis in a formal interview format; examine extensive information on programming and organize and condense it into a report. **Ability to:** use broadcasting and recording equipment such as mixing board, microphones and tape recorders; operate word processing equipment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.853

ESTABLISHED: 7/1/95P  
9/16/94PC  
REVISED: 5/18/12PC