



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### **RADIO STATION MANAGER**

A Classified Supervisory Position (Exempt) Grade  
191E – Salary Schedule 35

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#### ***A. Who We Are***

The San Mateo County Community College District is committed to achieving educational equity for all students. As outlined in the District’s Strategic Plan, “success, equity, and social justice for our students are longstanding goals.” The District’s [“Students First” Strategic Plan](#) is focused on “Student Success, Equity and Social Justice.” We provide students with a rich and dynamic learning experience that embraces differences — emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

#### ***B. The College and the District***

College of San Mateo is part of the San Mateo County Community College District and is designated as a Hispanic Serving Institution (HSI), enrolling approximately 13,000 students each academic year. College of San Mateo has a diverse student population that is a reflection of the communities that it serves. Detailed information about the student population, including data related to student success, can be found on [College of San Mateo’s Office of Planning, Research and Institutional Effectiveness \(PRIE\)](#) website.

The President has called for the college community to be student-focused in our return to campus and always find a way to get to “yes” as one team to better serve our communities. We have recognized the need to do more and we recognize that we are stronger together. To learn more about CSM’s antiracism and justice-centered efforts, please read our [Solidarity Statement](#).

#### ***C. Who We Want***

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community College District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

#### ***D. The Position***

Reporting directly to the Vice President of Administrative Services, this supervisory level position oversees and directs day-to-day operations of an educational, public radio station. Under administrative direction, the

employee directs the work of staff, implements operational procedures, prepares the budget and its related reports, and maintains liaison with governing agencies and other stations. Public contact is extensive and includes station staff, students, faculty and outside agencies and stations, and the general public. A high degree of independent judgment and creativity is required to resolve both major and minor problems using original ideas and consistent interpretations of policy. Consequences of errors in judgment can be costly in station and staff time. A Radio Station Manager directs the work of station staff at all levels.

### ***E. Duties & Responsibilities***

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related to, or a logical assignment to this classification.

1. Supervises daily operations of the radio station, including all staff programming and production; schedules and evaluates the work of staff; makes recommendations for employment, training, and retention of staff
2. Implements personnel and fiscal policies within the station
3. Supervises station fiscal matters including purchasing, underwriting, donor relations, billing, payroll, marketing, and sales activities; compiles and supervises preparation of budgetary and other reports
4. Implements licensee and other legal rules and regulations
5. Directs record-keeping and ascertainment activities as required by the Federal Communications Commission and other regulating agencies; maintains station compliance standards for programming and other on-air materials
6. Serves as liaison between the radio station, the College, as well as the District
7. Attends meetings, seminars, and workshops to obtain current operating information
8. Attends College retreats, special meetings, and college participatory governance meetings as necessary
9. Collaborates with College and oversees public events such as Jazz on the Hill
10. Provides services as an on-air host, as required
11. Supervises and assists in the development of ongoing institutional publications, including the faculty handbook, and state reporting documents
12. Collaborates with College leadership and President to innovate and implement programming
13. Assists development staff with planning and coordination of fundraising projects
14. Creates, facilitates, and maintains community relationships aligned with College priorities and community needs
15. Completes paperwork and verifies compliance for all CPB/NPR and other organizations supporting KCSM
16. Serves as key emergency prevention, preparedness, and response personnel as assigned
17. Performs other duties as assigned by the President

### ***F. Minimum Qualifications***

- Possession of a Bachelor's degree or above in broadcasting, media, or a related field OR an equivalent combination of education and experience
- Successful work experience of increasing responsibility that has included directing the work of others, budget planning, and implementation, and working with state-of-the-art broadcast equipment
- Two years of industry or college leadership experience reasonably related to this administrative assignment
- Demonstrated fiscal prudence and accountability

- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and classified staff

### ***G. Physical/Other Requirements***

This classification requires sitting for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, and work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control devices, dexterity of hands and fingers to operate a keyboard, ability to communicate and provide information to others. Ability to operate a motor vehicle and drive to off-campus locations.

### ***H. Knowledge, Skills & Abilities***

1. Ability to function as an effective leader in the administration of a comprehensive community college
2. Knowledge of the principles, standards, materials, personnel, and equipment used in radio broadcasting
3. Knowledge of FCC regulations for broadcast operations and standards established by other related agencies
4. Knowledge of management, fiscal, and personnel principles
5. Skill in serving as a visionary in finding ways to address the rapidly changing needs of community members through new media and technology
6. Skill in directing and evaluating the work of others
7. Ability to function as an equity-minded leader
8. Ability to motivate and encourage others to work constructively and cooperatively
9. Ability to develop partnerships with local businesses and community groups
10. Evidence of organizational skills that enable the performance of duties in a timely fashion with attention to detail
11. Demonstrate good written communication skills
12. Skill in effectively managing budgets and coordinating the use of facilities
13. Ability to communicate effectively with students, classified staff, and the public
14. Ability to work effectively as part of a team
15. Skill in interpersonal communication, professional relations, and conflict resolution

(12/2022)