

**POSITION DESCRIPTION
STATION MANAGER
YELLOW SPRINGS COMMUNITY ACCESS - CHANNEL 5**

A. Duties and Responsibilities

Serves as Station Manager of the community access cable channel of Yellow Springs, Ohio. YSCA serves the community by providing live and recorded coverage of village, school, and other public meetings, productions of local citizens and organizations, notification of upcoming events, and other material of interest to the community. Recording and editing equipment is made available by formal agreement to qualified members of the community to produce shows to be aired on the station.

The Station Manager is appointed yearly by the Community Access Panel (CAP) of the Yellow Springs Village Council. The duties and responsibilities of the panel are described in the Community Access Panel Rules and Procedures document.

The Community Access Panel retains responsibility for:

- Station policy
- Creating budgets and arranging for funds
- Approving new staff members
- Selecting, supervising, and evaluating the Station Manager
- Reporting to Village Council and interfacing with the Village Manager
- Making recommendations concerning the Time-Warner Franchise
- Long term planning
- Soliciting, interpreting, and implementing public input into station policy where appropriate.
- Approving major projects
- Responding to appeals concerning Station Manager decisions.

The Station Manager is responsible for the overall operation of channel 5, including:

- Implementing the policies, priorities, and projects approved by the Panel
- Developing operating procedures for each task which are consistent with policies and other decisions of the Panel
- Developing training materials and task instructions for all activities
- Supervising, training, and evaluating staff within a collaborative working environment
- Keeping abreast of legal and technical requirements of public access television
- Maintaining office hours and a means of contact for the public
- Planning and managing the equipment and facility
- Providing reports to the panel and providing input to panel reports and budgets
- Resolving public comments, complaints, and service reports and/or passing them on to the CAP
- Maintaining a record keeping system to:
 - Manage the library of programs
 - Document staff, including their skills and preferences and their delegated responsibilities and tasks
 - Manage inventory, inspection, repair, and checkout of equipment
- Effecting repair of equipment

Stocking appropriate supplies

Specific responsibilities relating to the day-to-day functioning of the station:

- Assuring timely and appropriate scheduling, programming, and community bulletin announcements
- Staffing scheduled live government meeting programs
- Preparing cameras, batteries, and other equipment for checkout by users
- Loading and queuing programs for broadcast
- Scheduling program times and posting the program schedule
- Checking and processing the mail, the forms tray in the lobby, e-mail, and phone messages

The Station Manager is encouraged to delegate these responsibilities and tasks to other volunteers as appropriate.

B. Supervisory Control and Guidelines

The Station Manager works under the direction of the Community Access Panel which establishes policy, assigns projects and areas of responsibility, and periodically reviews the Station Manager's effectiveness. The Station Manager works within the written policies, priorities, and decisions of the CAP and applicable public law.

Actions taken by the Station Manager and staff are to be consistent with and shall advance the YSCA mission as defined in the CAP and Station Rules and Procedures documents.

The Station Manager serves at the pleasure of the CAP. This position is part time and unpaid. The Station Manager delegates specific responsibilities and tasks to other volunteers. At times some specific tasks may be assigned to paid staff of the Village or contracted out by the Village Manager. The Village (including its Community Access Panel) is an Equal Opportunity Employer.

C. Personal Contacts

Works with the CAP, Village Manager, program producers, volunteer staff, and community members. Receives and addresses public comments, complaints, and service reports.

D. Work Environment

The office and studios are available for use by the manager, but many of the responsibilities can be accomplished outside these facilities.