



**Code: 0943**  
Family: Public Relations and Creative Arts  
Service: Administrative  
Group: Clerical, Accounting, and General Office  
Series: Audio-Visual

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## **CLASS TITLE: STATION MANAGER**

### **CHARACTERISTICS OF THE CLASS**

Under direction, directs the production of informational and news programs for airing on the city's cable channels, and performs related duties as required

### **ESSENTIAL DUTIES**

- Manages staff engaged in the writing/producing, videotaping and editing of programs and program segments
- Collaborates with management in developing and implementing programming goals for the station
- Works with staff and representatives from city departments to develop story ideas for programs and video segments
- Oversees the scheduling and broadcasting of programs
- Reviews program stories, scripts and video footage covering events to ensure appropriateness of content
- Performs final editing of programs to ensure critical city issues are accurately and consistently covered
- Prepares progress and activity reports on station operations
- Coordinates work efforts with vendors to create and produce informational and news programs, as required
- Participates in the preparation of the station's operating budget, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's Degree in Film/Video, Television Production, Communications or a directly related field, plus five years of work experience in managing televised productions, or an equivalent combination of education, training and experience

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- Television studio environment
- General office environment

### **EQUIPMENT**

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanners)

- Video cameras and related equipment (e.g., portable audio mixers, wireless microphones, lighting systems)

**PHYSICAL REQUIREMENTS**

- None

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Moderate knowledge of:

- television studio operations and equipment
- \*video and audio equipment
- lighting equipment

Some knowledge of:

- applicable computer software packages
- geographical locations in the City

Knowledge of applicable City and department policies, procedures, rules, and regulations,

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- \*MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop and direct people as they work and identify the best people for the job
- \*TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- \*COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing
- \*WRITE – Communicate information and ideas in writing so others will understand
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
January, 2013