

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
PRODUCTION MANAGER

DEFINITION

Supervises and schedules producer/directors on all local productions for Iowa Public Television; performs the functions of a producer/director on various specials as the need arises; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules and assignments; administers personnel policies and procedures.

Analyzes projects by reviewing and evaluating their feasibility; requests proper and adequate facilities and personnel to implement the project; designs the proper execution of the project by initiating procedures for the most efficient operations.

Assigns and directs the work of producer/directors and other production personnel.

Coordinates the activities of various sections, such as Graphics and Electronic Field Production, to ensure efficient production.

Maintains cost records, and recommends major equipment purchases.

Consults with utilization personnel to determine the effectiveness of production techniques in achieving instructional objectives.

COMPETENCIES REQUIRED

Knowledge of the principles and practices of supervision.

Knowledge of the modern methods and techniques used in producing/directing live broadcasts and film production.

Knowledge of broadcasting methods and techniques.

Knowledge of public relations principles.

Knowledge of the principles and techniques used in training and directing professionals in these areas.

Ability to establish and maintain cooperative work relationships with colleagues, network personnel, and the public.

Ability to plan and direct the work of others.

Ability to communicate effectively, both in written and oral format.

Ability to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

Ability to apply personal ethical standards such as honesty, responsibility, and trustworthiness required to be a productive employee.

Ability to maintain one's emotions and respond appropriately.

Ability to work under stressful conditions.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university with major study in television or motion picture production/direction, communications, broadcast journalism, or other job-related curriculum and four years of full-time paid employment as a producer/director in the motion picture, television, or radio industry, preferably with some experience in a responsible administrative, management, or supervisory capacity in the field;

OR

four years of any combination of recognized post-high school education in the specified curriculums or qualifying experience may be substituted for the college or university degree;

OR

successful completion of graduate school course work (thirty semester or equivalent hours equal one year) with major study in the specified curriculums may be substituted for up to two years of experience;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of eighteen months of full-time experience as a Producer/Director 2 at Iowa Public Television.

NOTE:

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services - Human Resources Enterprise. Apply directly to the employing agency.

Iowa Public Television
6450 Corporate Drive
Johnston, Iowa

Effective Date: 1/97 BW