



Code: 0943

Family: Public Relations and Creative Arts

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Audio-Visual

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

- Nine (9) years of work experience in managing televised productions, **OR**
- Graduation from an accredited college with an Associate's degree in Film/Video, Television Production, Communications or a directly related field, plus seven (7) years of work experience in managing televised productions, **OR**
- 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 (5) years of work experience in managing televised productions, **OR**
- Graduation from an accredited college or university with a Master's degree or higher in Film/Video, Television Production, Communications or a directly related field, plus four (4) years of work experience in managing televised productions

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.

City of Chicago
Department of Human Resources
January, 2013; May, 2025