

Standard Operating Procedures

TV-Operations Manager

1. Review attendance sheet of personnel for the first hour of the day.
2. Meet with section supervisors for status of workforce on a weekly base.
3. Review project status and workloads with supervisors
4. Note results of meetings
5. Review time cards and time sheets bi weekly
6. Consult with development staff on issues of proposals and sales letters for content and appropriate signatures insuring performance meets station standards
7. Review all proposals prior to signature by general manager
8. Provide consultation to section supervisors as needed
9. Supervise housekeeping staff, interns, and other external employment programs
10. Monitor and approve/disapprove all work requests
11. Provide support to section supervisors in matters regarding compliance and standard operating procedures
12. Review and approve leave requests and leave planning
13. Supervise the following sections:
 - a. Engineering
 - b. Technical support
 - c. Production
 - d. Development
 - e. Programming
 - f. Administration
14. Orientate new hires to agency policies and procedures
15. Sign payroll checks for CSG employees and PF Vendors
16. Attend Board of Trustees meeting
17. Other duties as required

ANNUALLY

1. Review budget and accounting status with management and administrative staff
2. Assist with budget preparation for upcoming fiscal year
3. Assist with the FY Ending Audit
4. Review and approve performance evaluations as prescribed by DOA Human Resources Division
5. Inventory management
6. Other duties as required

AS REQUIRED

1. As needed meet with individual employees for personnel or professional matters, questions, and concerns
2. Inventory management: Supervise acquisition, distribution, and disposal of all equipment for proper documentation
3. Review all requisition forms with section supervisors to insure compliance with government and agency standard operating procedures
4. Report to general manager
5. Supervise field production and projects
6. Other duties as required