



Job Description

OFFICE & PROGRAMMING MANAGER

Full-time / Salaried (exempt)

The Office and Programming Manager is responsible for managing the Dakota Media Access (DMA) office, payroll and bookkeeping procedures, and developing and implementing the program schedules for the organization. The position also provides support and assistance to the Executive Director and DMA staff in the operation of the facility and the production of programming. The Office & Programming Manager reports to the Executive Director.

The responsibilities for the Office and Programming Manager include, but are not limited to, the following areas of Bookkeeping, Programming, Personnel, and General:

Bookkeeping

- Process payables, receivables, deposits, and transfers.
- Integrate employees into bookkeeping system, insurance, and benefits.
- Process biweekly payroll and prepare and pay related taxes, SIMPLE IRA, and supplemental insurance.
- Prepare monthly financial statements.
- Prepare and submit annual property and liability insurance documents.
- Monitor and maintain inventory/depreciation schedule.
- Keep all software current for bookkeeping functions.
- Prepare and submit quarterly ND Tax, ND Unemployment and 991 reports.
- Prepare annual W2 and 1096 for distribution to employees.
- Prepare annual W3 and 1099 and submit to Social Security Administration and ND Tax Dept.
- Compile information and submit to accountant for preparation of 990 Return of Organization Exempt From Income Tax. Submit completed 990 to IRS.
- Prepare ND Use Tax document and submit payment.
- Assist with budget preparation.

Programming

- Establish weekly programming schedule, distribute to publishing agencies (e.g. TiVo, Rovi, Tribune).
- Select programs for daily schedule.
- Review incoming programs, assist with processing and cataloging.
- Maintain DMA's program database and library.
- Execute process to override playback system in emergency or equipment malfunction situations.
- Research and acquire new programming.
- Monitor quality and delivery of programs via cable TV, radio broadcast, and streaming online.
- Assemble annual government meeting schedules, monitor and update as necessary.
- Receive, process, and distribute government meeting agendas/details, convey changes as necessary.
- Submit government meeting schedule to various publications (e.g. Chamber Connection, Tribune).
- Assist with management, design and implementation of community message system (Carousel).
- Assist with automation of playback system (Cablecast) both on site and remotely.

Personnel

- Monitor, maintain, and assist in establishing personnel policies.
- Manage employee Paid Time Off (PTO) usage and prepare quarterly usage reports.
- Process new employee hires – complete I-9, W-4, submit to ND Dept. of Human Services, conduct initial orientation and review of personnel policies.
- Schedule control room and master control staff for government meetings.
- Complete and submit annual Workforce Safety Report.
- Track Human Resource (HR) laws and trends. Network with HR membership organizations (CDHRA, SHRM) and area professionals.

General

- Answer phones and assist or direct calls and inquiries to the appropriate employee. Greet and assist walk-in visitors.
- Receive and process e-mail/standard mail and forward to the appropriate employee and/or task.
- Coordinate and process outgoing mail and shipments.
- Coordinate acquisition of office and production supplies.
- Manage databases, files, records, and mailing lists.
- Assist Executive Director and staff with projects as needed (e.g. meeting coordination, taking minutes, maintain schedules).
- Produce monthly and annual Activity Reports (e.g. facility/equipment use, productions completed, government mtgs., submitted programs)
- Assist in maintaining Radio Public Inspection File, prepare and complete quarterly Issues/Program list.
- Keep all forms and policies updated and available.
- Research and report on various subjects.
- Develop and maintain DMA's master calendar to include regular (e.g. staff meetings, paydays, training classes) and special (e.g. studio and on-location shoots, staff PTO) events.
- Manage equipment records (e.g. purchases, manuals, warranties, repair history).
- Coordinate/schedule facility maintenance and perform light maintenance when needed.
- Keep all software and security upgrades current for administrative functions.
- Assist in scheduling and monitor facility and equipment reservations.
- Assist in scheduling crew (volunteers and staff) for field and studio shoots.
- Assist in organizing and implementation of Dakota Film Festival and other DMA events.
- Assist with program duplication orders and assist in making copies/format conversions of programs.
- Assist in updating website and social media content.
- Assist in the day-to-day operations.
- Run errands as needed.
- Be available nights and weekends as necessary.
- Use personal vehicle for business-related travel when needed.
- Perform other duties as assigned.
- Maintain positive relationships with staff, volunteers and community members.
- Bring Enthusiasm, Integrity and Humor to your work every day!