



State of Louisiana

TELEVISION ENGINEER SECTION MANAGER

SALARY	\$23.07 - \$40.42 Hourly \$3,999.00 - \$7,006.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Promotion	JOB NUMBER	LETA-05112021-MW
DEPARTMENT	LA Educational TV Authority	OPENING DATE	05/13/2021
CLOSING DATE	5/19/2021 11:59 PM Central		

Supplemental Information

This is a promotional posting open to permanent classified employees of the Louisiana Educational TV Authority (LETA) only.

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

For further information about this vacancy contact:

Megan Wright, MBA
 LA Educational TV Authority(LETA)
 TV Engineering Department
 7733 Perkins Rd.
 Baton Rouge, LA 70810
 (225) 767-5660
 hr@lpb.org

Qualifications

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus four years of professional television engineering experience.

SUBSTITUTIONS:

Experience in television engineering work will substitute for the baccalaureate degree on the basis of one year of experience for thirty semester hours of college.

Society of Broadcast Engineering certification as Broadcast Engineer, Audio Engineer, Video Engineer, Senior Broadcast Engineer or Professional Broadcast Engineer will substitute for the baccalaureate degree only.

NOTE:

Appropriate Federal Communication Commission license or permit will be required.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Association of Schools and Colleges; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts

Provides project management for deployment of new technology. Management level includes scheduling assignment of job duties for personnel involved with in the project, develop timetables and budgets for overall scope of project, designs equipment layout and interconnect, and provides project accountability.

Serves as technology manager and advisor to higher officials on the analysis, design, management, planning, installation, maintenance or repair of any telecommunications, television broadcast, television production or satellite delivery, and reception network or system.

Develops and implements Standard Operating Procedures (SOP) for Digital Broadcast Operations Center and transmission facilities.

Works with subordinates and independently in trouble-shooting and developing work-around for equipment failures and operator errors at all levels of production and transmission of programming.

Originates implementation action plan to improve performance of operating a television broadcasting facility by correcting deficiencies or increasing operational efficiency through additions or reconfigurations of personnel schedules, hardware, or circuits.

Generates, maintains, and updates, the operating parameters of data bases used in television or satellite broadcasting systems or networks. Keeps records in system or network modifications. Supervises the installation and/or testing of all equipment or modifications added or made to existing statewide systems or networks. Identifies and corrects problems, defects, or incapability in equipment or modifications.

Researches new technology; participates in product demonstrations, and reviews specifications to make final recommendation on equipment purchases.

Manages installation and construction projects from concept to final installation and operation, involving millions of dollars of equipment and hundreds of man-hours.

Responsible for broadcast system design, including wiring diagrams, cable database and operating flow charts. Requires working knowledge of system design, computer aided design (CAD) software, database management, and spreadsheet software. Presents final system design to engineering and facility committees.

Coordinates schedules of personnel and equipment to allocate appropriate resources for each project. Maintains equipment usage logs showing actual use versus scheduled use for billing and accounting purposes.

Manages the operation of the earth segment of a satellite transmission system, including coordination of frequencies, satellite space segment, beam position, polarity, and other technical operating parameters with satellite operation centers.

Prepares specifications and recommends purchase of equipment and evaluates bids and proposals for suitability, compliance with specifications, and adherence to state purchasing regulations.

Prepares and administers working budget for programs and projects involving LETA equipment purchases.

Conducts training sessions for all technical staff, engineering, production, operations, and contract workers.

Assigns and reviews work of technical operating staff.

Sets up, manages, and operates a remote production truck.

In conjunction with the Television Engineer 3 configures, aligns, adjusts, maintains, and supervises the operation and use of production, post production, on-air broadcast, satellite delivery, and television transmission systems in accordance with standards set by the Federal Communications Commission (FCC) and Public Broadcasting System (PBS) Technical Operating Standards.

Sets up and operates a computerized editing system.

Supervises on-air broadcast system operations, including remote operation of broadcast transmitter and the monitoring and adjusting network transmission path. Records, evaluates, and plays back all delay broadcast programming.

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.
Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>

TELEVISION ENGINEER SECTION MANAGER Supplemental Questionnaire

***QUESTION 1**

Are you currently a permanent classified employee of the Louisiana Educational TV Authority (LETA)?

- Yes
 No

* Required Question



State of Louisiana

ADMINISTRATIVE ASSISTANT 6

SALARY	\$17.79 - \$35.03 Hourly \$3,084.00 - \$6,072.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Classified	JOB NUMBER	LETA-05172021-MW
DEPARTMENT	LA Educational TV Authority	OPENING DATE	05/17/2021
CLOSING DATE	5/24/2021 11:59 PM Central		

Supplemental Information

The Louisiana Educational TV Authority is seeking to fill an Administrative Assistant 6 position in our Administration. Preference will be given to a candidate with extensive C-level suite experience and also human resources experience. Applicants must have Civil Service test scores for **8500- Office Support Exam in order to be considered for this vacancy unless exempted by Civil Service rule or policy. If you do not have a score prior to applying to this posting, it may result in your application not being considered.**

Applicants **without current test scores can apply to take the test [here](#).**

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

For further information about this vacancy contact:

Megan Wright
LA Educational TV Authority
Programming
7733 Perkins Rd.
Baton Rouge, LA 70810
(225) 767-5660
hr@lpb.org

Qualifications**MINIMUM QUALIFICATIONS:**

Five years of experience in which clerical work was a major duty.

SUBSTITUTIONS:

Training in a business or clerical-related curriculum in a business school or technical institute will substitute for the required experience on the basis of six months of training for six months of experience for a maximum of one year of the required experience.

Completion of a business or clerical-related curriculum in a business school or technical institute will substitute for a maximum of one year of the required experience.

College training will substitute for the required experience on the basis of 15 semester hours for six months of experience for a maximum of four years of the required experience.

NOTE:

Business or technical school training with less than completion will only be credited in six month increments. Similarly, college training will only be credited in 15 semester hour increments.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts**FUNCTION OF WORK:**

To serve as the confidential executive assistant to the unclassified Secretary, Deputy Secretary, Undersecretary, Assistant Secretary or equivalent high-level classified/unclassified executive of a state department.

Employees perform duties independently and exercise a high degree of independent judgment and initiative in determining the approach/action to take in non-routine situations.

LEVEL OF WORK:

Advanced.

SUPERVISION RECEIVED:

General from a high-level classified/unclassified executive.

SUPERVISION EXERCISED:

May supervise 1-2 lower-level personnel.

LOCATION OF WORK:

May be used by all state agencies.

JOB DISTINCTIONS:

Differs from Administrative Assistant 5 by the presence of serving as the confidential executive assistant to the unclassified Secretary, Deputy Secretary, Undersecretary, Assistant Secretary, or equivalent high-level classified/unclassified executive of a state department.

Examples of Work

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Relieves the Secretary, Deputy Secretary, Undersecretary, Assistant Secretary, or equivalent high-level classified/unclassified executive of a variety of administrative matters by assuming delegated authority in assigned areas.

Performs and supervises administrative support activities such as maintaining files and central records, printing and duplicating services, security, purchasing of supplies and equipment, warehousing, and preparation of payroll and personnel records.

Serves as executive support.

Reviews correspondence and receives telephone calls related to the most sensitive and confidential matters and determines appropriate action to be taken.

Interprets departmental policies and procedures for staff members and the general public.

Conducts and/or supervises special projects, such as organizing charity drives or coordinating facility maintenance.

Collects and compiles budgetary data for monitoring funds and staffing levels.

Prepares materials needed for meetings, such as agendas, handouts, binders, etc.

May attend meetings and transcribe minutes.

May attend meetings in lieu of the Secretary, Deputy Secretary, Undersecretary, Assistant Secretary, or equivalent high-level classified/unclassified executive.

May serve as backup for experienced-level professional duties, such as procurement, accounting, etc.

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.

Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>



State of Louisiana
ACCOUNTANT 1/2/3

SALARY	\$15.54 - \$30.60 Hourly \$2,694.00 - \$5,304.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Classified	JOB NUMBER	LETA-05192021-MW
DEPARTMENT	LA Educational TV Authority	OPENING DATE	05/20/2021
CLOSING DATE	5/27/2021 11:59 PM Central		

Supplemental Information

The Louisiana Educational TV Authority (**Louisiana Public Broadcasting**) is seeking to fill an Accountant vacancy in the Business Services department.

Preference will be given to the candidate that has experience (intermediate to expert level) with the LaGov ERP state system.

As part of a Career Progression Group, vacancies may be filled from this recruitment as a **Accountant 1, 2 or 3**, depending on the level of experience of the selected applicant(s). Please refer to the 'Job Specifications' tab located at the top of the LA Careers 'Current Job Opportunities' page of the Civil Service website for specific information on salary ranges, minimum qualifications and job concepts for each level.

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

For further information about this vacancy contact:

Megan Wright, MBA
 LA Educational TV Authority
 Business Services Department
 7733 Perkins Rd.
 Baton Rouge, LA 70810
 (225) 767-5660
 hr@lpb.org

Qualifications

MINIMUM QUALIFICATIONS:

A baccalaureate degree with twenty-four semester hours in accounting.

SUBSTITUTIONS FOR DEGREE AND TWENTY-FOUR HOURS IN ACCOUNTING:

A certified public accountant (CPA) certificate will substitute for the baccalaureate degree with twenty-four semester hours in accounting.

SUBSTITUTIONS FOR DEGREE ONLY:

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree (not the 24 hours in accounting).

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree (not the 24 hours in accounting) as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree. Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts

Function of Work:

To provide professional accounting services.

Level of Work:

Entry.

Supervision Received:

Generally from higher-level fiscal or administrative supervisor.

Supervision Exercised:

None.

Location of Work:

May be used by all state agencies.

Job Distinctions:

Differs from Accountant Technician by presence of professional level accounting duties.

Differs from Accountant 2 in that the duties are less complex. See allocation criteria memo for details.

Examples of Work

Prepares required financial statements and fiscal reports which include the compilation and analysis of data for monthly, quarterly, and annual reports.

Communicates with public and private accountants; state, federal, and independent auditors; banks; brokerage firms; program or management personnel; and vendors for the purpose of providing information and technical assistance needed to resolve problems.

Maintains cash management records, including funds drawn and received, funds disbursed by sources, deposits of funds, issuance of refunds, and classifies revenue as to sources of funding and expenditures as to their nature.

Prepares, monitors, reconciles, audits, and forecasts revenues, expenditures, and budgets.

Reviews and approves purchases and contracts.

Participates in the development of new accounting techniques in the design and implementation of accounting subsystems, compilation of manuals for accounting and computer application, and preparing managerial reports.

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.
Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>

ACCOUNTANT 1/2/3 Supplemental Questionnaire

*QUESTION 1

Do you possess twenty-four (24) semester hours in accounting from a regionally accredited institution?

- Yes
 No

*QUESTION 2

If you answered "YES" to the previous question, please type each course name, semester hours earned and the accredited university. If you answered "NO" type N/A. Example: ACCT 2001-Introductory Financial Accounting-3hrs-LSU

NOTE: Failure to provide this information as requested may result in your application being considered incomplete. If selected, please understand that official transcript(s) will be required prior to an formal offer of employment.

***QUESTION 3**

Do you possess a certified public accountant (CPA) certificate?

Yes

No

***QUESTION 4**

If you answered "YES" to the question above, please provide your CPA NUMBER, the ISSUANCE DATE and the EXPIRATION DATE of your certification in the MM/YYYY format. If you answered "NO," type N/A.

* Required Question



State of Louisiana

ADMINISTRATIVE COORDINATOR 3-4

SALARY	\$10.88 - \$21.36 Hourly \$1,886.00 - \$3,702.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Classified	JOB NUMBER	LETA-07062021-MW
DEPARTMENT	LA Educational TV Authority	OPENING DATE	07/07/2021
CLOSING DATE	7/21/2021 11:59 PM Central		

Supplemental Information

The Louisiana Educational TV Authority (Louisiana Public Broadcast-LPB) is seeking to fill their vacancy in the Programming traffic department. Preference will be given to someone with television broadcast experience.

As part of a Career Progression Group, vacancies may be filled from this recruitment as an Administrative Coordinator 3 or 4 depending on the level of experience of the selected applicant(s). Please refer to the 'Job Specifications' tab located at the top of the LA Careers 'Current Job Opportunities' page of the Civil Service website for specific information on salary ranges, minimum qualifications and job concepts for each level.

Applicants must have Civil Service test scores for **8500-Office Support Exam** in order to be considered for this vacancy unless exempted by Civil Service rule or policy. If you do not have a score prior to applying to this posting, it may result in your application not being considered.

Applicants **without** current test scores can apply to take the test [here](#).

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

For further information about this vacancy contact:

Megan Wright, HR Director
LA Educational TV Authority
7733 Perkins Rd.
Baton Rouge, LA 70810
(225) 767-5660
hr@lpb.org

Qualifications

MINIMUM QUALIFICATIONS:

Two years of experience in which clerical work was a major duty.

SUBSTITUTIONS:

Training in a business or clerical-related curriculum in a business school or technical institute will substitute for the required experience on the basis of six months of training for six months of experience for a maximum of one year of the required experience.

Completion of a business or clerical-related curriculum in a business school or technical institute will substitute for a maximum of one year of the required experience.

College training will substitute for the required experience on the basis of 15 semester hours for six months of experience.

NOTE:

Business or technical school training with less than completion will only be credited in six month increments. Similarly, college training will only be credited in 15 semester hour increments.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts**Function of Work:**

To perform a wide variety of clerical duties that requires independent judgment to accomplish in support of the staff members and/or operations of an organizational unit or program.

Some discretion is required in the performance of these duties. Duties begin to expand in scope and complexity, and develop into departmental-program duties.

Level of Work:

Advanced.

Supervision Received:

General from higher-level clerical and/or supervisory personnel.

Supervision Exercised:

May supervise 1-2 lower-level personnel.

Location of Work:

May be used by all state agencies.

Job Distinctions:

Differs from Administrative Coordinator 2 by the presence of responsibility for clerical duties that involve greater scope and complexity, including initial program duties.

Differs from Administrative Coordinator 4 by the absence of paraprofessional duties that involve a higher degree of specialization, complexity, and/or independent judgment.

Examples of Work

NOTE: Positions allocated at this level tend to focus on numerous examples of work as listed below:

Performs responsible, initial departmental-program duties in accordance with rules, regulations, and policies. May involve communication with other departments, customers, etc.

Processes routine paperwork and/or enters data into a department log or database in the servicing of a customer.

Develops procedures and guidelines related to the imaging of documents; maintains a log of imaged files; may serve as leadworker over other imaging positions.

Prepares requisitions for the purchase of supplies; may involve entering information into an automated system.

Compiles information from various sources and prepares specialized reports; formats reports according to department standards.

Serves as clerical assistant to a manager, which could include keeping appointment schedule, preparing travel, issuing directives to others on their behalf, and relieving the manager of administrative matters.

May begin performing duties related to traditional administrative functions, such as property control, purchasing, and safety, in addition to other clerical duties as noted above.

Performs related duties as assigned.

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.

Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>



State of Louisiana

HUMAN RESOURCES ANALYST A

SALARY	\$15.54 - \$30.60 Hourly \$2,694.00 - \$5,304.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Classified	JOB NUMBER	LETA-07222021HRAA-MW
DEPARTMENT	LA Educational TV Authority	OPENING DATE	07/26/2021
CLOSING DATE	7/31/2021 11:59 PM Central		

Supplemental Information

The Louisiana Educational TV Authority (LPB) is recruiting a full-time **Human Resources Analyst A** who will also act as a part-time receptionist.

The incumbent will be responsible for Employee Administration such as New Hire Onboarding/Orientation, PES, Reallocations, Separations, filing and other HR related functions as deemed necessary.

Experience with LASERS and TRSL retirement and knowledge of LaGov HCM is preferred, but not required.

Applicants must have Civil Service test scores for **8100 - Professional Level Exam** in order to be considered for this vacancy unless exempted by Civil Service rule or policy. If you do not have a score prior to applying to this posting, it may result in your application not being considered.

Applicants **without** current test scores can apply to take the test [here](#).

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

For further information about this vacancy contact:

LA Educational TV Authority

Human Resources

7733 Perkins Rd.

Baton Rouge, LA 70810

(225) 767-5660

hr@lpb.org

Qualifications

MINIMUM QUALIFICATIONS:

A baccalaureate degree.

SUBSTITUTIONS:

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree.

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree. Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts**FUNCTION OF WORK:**

To perform diversified and technical tasks in the maintenance of human resources functions.

LEVEL OF WORK:

Entry.

SUPERVISION RECEIVED:

Direct from a Human Resources Supervisor, Human Resources Specialist, or higher level administrative official.

SUPERVISION EXERCISED:

None.

LOCATION OF WORK:

May be used by all state agencies.

JOB DISTINCTIONS:

Differs from Human Resources Analyst B by the absence of experienced level human resources responsibilities.

Examples of Work

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Processes the full range of personnel and payroll actions needed to complete appointments, merit increases, promotions, transfers, separations, etc.

Computes routine pay changes. May compute service time of employees as required. Verifies accuracy of information and makes needed corrections.

Provides general, basic explanation of employee benefit programs and advises employees of various options available under some programs. Reviews benefits documents for accuracy and completeness; forwards to appropriate office.

Provides induction documents to new employees, providing guidance and a general overview of each document; follows up to ensure new employee timely completes all required forms.

Reviews position descriptions for accuracy of organizational information. Contacts employees, supervisors, managers, etc. to elicit corrections or resolve minor conflicts in information presented.

Reviews files on a routine basis to ensure that current descriptions are maintained for all positions.

Participates in salary surveys and other research needed to support requests for special pay actions.

Provides grievance forms and routine procedural instructions to employees.

Collects and compiles statistical data required to prepare reports.

Provides assistance to agency personnel on routine or limited Civil Service rules, Federal and State laws, and department policies and procedures in assigned areas.

Schedules interviews. Accepts and screens applications. Verifies eligibility of selected applicants.

Assists supervisors and managers by providing routine information relative to the performance appraisal system. Provides notification of deadlines for completion of appraisal process and follows up to ensure target dates are met.

Schedules employees for required training courses. Monitors and maintains records of completed course work.

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.
Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>



State of Louisiana

EDUCATIONAL TV TECHNOLOGY DIRECTOR

SALARY	\$26.71 - \$52.56 Hourly \$4,630.00 - \$9,110.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Promotion	JOB NUMBER	LETA-12062021-ETTD-MW
DEPARTMENT	LA Educational TV Authority	OPENING DATE	12/07/2021
CLOSING DATE	12/12/2021 11:59 PM Central		

Supplemental Information

****ONLY current permanent employees of the Louisiana Educational TV Authority/Louisiana Public Broadcasting are eligible to apply for this job posting.**

The Louisiana Educational TV Authority (also known as Louisiana Public Broadcasting - LPB) is seeking an Educational Television Technology Director **to be a part of their Educational Services team.**

Preference will be given to the candidate who possess the following skills:

- **Finding funding for the Educational Department**
- **Networking and relationship building**
- **Grant writing**
- **Assisting with conceptualizing ideas for different camps, educational activities and online and face-to-face trainings (ie: Louisiana Dept. of Education and PBS Learning Media webinars)**
- **Assisting with the creation of the Monthly newsletter**

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

For further information about this vacancy contact:

Megan Wright

Louisiana Educational TV Authority

Production Department

7733 Perkins Rd.

Baton Rouge, LA 70810

(225) 767-5660
hr@lpb.org

Qualifications

MINIMUM QUALIFICATIONS:

A master's degree plus five years of professional level experience in educational technology, education or teaching.

SUBSTITUTIONS

Two additional years of qualifying experience will substitute for the required master's degree.

Graduate training in qualifying fields beyond the master's degree will substitute for a maximum of one year of the required experience on the basis of thirty semester hours for one year of experience.

A Ph.D. in the qualifying fields will substitute for two years of the required experience.

Note:

Specialized graduate hours and degrees will substitute for a maximum of two years of the required experience.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts

FUNCTION OF WORK:

To administer statewide educational programs and training in the Educational Television Technology Division.

LEVEL OF WORK:

Administrator.

SUPERVISION RECEIVED:

Administrative direction from an unclassified Deputy Administrative Officer or Executive Administrator.

SUPERVISION EXERCISED:

Direct over Educational Television Technology Assistant Director.

LOCATION OF WORK:

Louisiana Educational Television Authority (LETA).

JOB DISTINCTIONS:

Differs from Educational Television Technology Assistant Director by overall responsibility for statewide educational programs and training.

Examples of Work

EXAMPLES OF WORK:

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Administers all aspects of LETA's statewide educational programs: K-12, college, universities and community colleges and non-traditional learners via broadcast, distant learning via satellite and compressed video, the Internet and outreach

workshops.

Administers all aspects of LETA statewide online educational through LETA's Educational Technology Resource Center.

Directs the writing of state agency and federally funded grants and proposals. Interprets State and Federal legislation, regulations, policies, procedures and guidelines.

Serves as the liaison to national organizations such as National Educational Television Association.

Prepares and or approves all budgetary reports, records, and financial activities. Testifies before legislative budget committees and other boards and commissions to justify budgetary proposals.

Prepares and presents for approval all professional services and other contracts required for all Educational Services programs and projects. Negotiates with State, Federal and/or Foundation officials regarding budgetary matters relating to grants administered by the Educational Television Technology Division.

Approves on-site evaluation of all Division programs to ensure compliance with State and Federal guidelines.

Approves the design, planned implementation and evaluation of all staff development and in-service training conducted by and/or for the personnel of the Educational Television Technology Division.

Approves the development and review of relevant professional literature, publications and studies dealing with television for learning, integrating video and online services in the curriculum, instructional video production, trends in educational technology and related topics prior to their release to the media and general public.

Testifies before State and Federal legislative committees, and at regional, state and Federal hearings as an expert witness of behalf of educational television.

Confers with the CEO and Deputy Director of LETA and others to influence their participation in joint educational projects, to negotiate sensitive and complex issues and to justify projects and programs at hearings, conferences and forums.

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.
Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>

EDUCATIONAL TV TECHNOLOGY DIRECTOR Supplemental Questionnaire

***QUESTION 1**

Are you you a current permanent classified employee of the Louisiana Educational TV Authority/Louisiana Public Broadcasting?

Yes

No

* Required Question



State of Louisiana

TELEVISION SENIOR PRODUCER 1

SALARY	\$20.37 - \$40.10 Hourly \$3,531.00 - \$6,951.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Classified	JOB NUMBER	LETA-12062021-MW
DEPARTMENT	LA Educational TV Authority	OPENING DATE	12/06/2021
CLOSING DATE	12/12/2021 11:59 PM Central		

Supplemental Information

The Louisiana Educational TV Authority (also known as Louisiana Public Broadcasting - LPB) is seeking a **Television Senior Producer I** as part of our national award-winning production team.

Preference will be given to the candidate who possesses strong studio and field production experience, is skilled in creating national caliber media content and programs that meet the highest production and editorial standards. Candidates must have extensive skills in creating live, remote and produced broadcast programs, including experience in nonlinear editing, particularly AVID editing, along with writing or guiding the creation of scripts, graphic elements and animations; working with on-air and voice-over talents; and post-production processes. This position coordinates weekly news and public affairs programs, including script timing, coordinating studio setup with the program director, blocking shots, executing post-production processes and communicating finished program times to the Programming/Traffic Departments. This position is also responsible for overseeing technical production of live and remote events, such as debates, inaugurations, concerts, cooking shows, public forums, pledge drives and other large-scale LPB events, including supervising production staff in location scouting, the lighting and shooting of on-location and studio segments. He/she occasionally works with clients and agency personnel on documentary, live, studio or event production.

Coordination of weekly/monthly news and public affairs programs, including script timing, scheduling personnel, working as TV director on studio productions, blocking shots, posting program and communicating finished program time to Traffic Dept. (*Louisiana: The State We're In and Louisiana Public Square*)

Scripts, shoots and works with graphic personnel on video promotions for various programs and PSAs, both client and agency based

Works with Pledge Drive Content Producer, Programming and Promotions on-air pledge drives for the network. Develops, with Graphic personnel, visuals for the drive. Shots and edits video spots to be used during the drive. Oversees the live production, including working with the TV director, engineering staff and Friends of LPB organization

Coordinates and produces live music events for recording for television broadcast. Works with crew on lighting, blocking, shot selection and helps shoot the event. Reviews and edits video for program. Develops and works with crew on open and close, and video promo (*Example: Evening at the Governor's Mansion*)

Supervises the television production aspects of live event projects (including working with engineering on equipment scheduling and setup, developing blocking, lighting, and shooting with production staff. Reviews video and works with various departments on scripting and promoting the project. Reviews video and edits (or oversees editing) of the project. Develops with graphics personnel the look and visuals needed to complete the program (**Example: Political Debates, Inaugurations**)

Works with clients and agency personnel on developing shooting scripts for video segments for both broadcast and streaming venues. Supervises production staff in the lighting and shooting of on-location and studio segments. Edits (or oversees editing) of segments for distribution. (**Examples: Young Heroes Bios and Southern Ag web video series of Food Deserts**)

Works with talent for cooking and other how-to series in the production of series. Will develop shooting schedules, scout locations. Works with production and engineering staff on blocking, lighting and shooting of both on-location and studio-based episodes. Reviews and edits shows, including open and close, show segments and studio performances and creates promos. (**Examples: A Taste of Louisiana with Chef John Folse, Great American Seafood Cookoff**)

Researches and reviews video and edits various segments for weekly news and public affairs show (**Example: Headlines**)

Researches and edits video for various promotional video for both agency and outside clients

Reviews studio scripts and develops strategies for blocking and shooting live and live-to-recording shows and segments. Coordinates and works with personnel in production and engineering assigned to both scripted news shows and audience participation programs. (**Examples: Louisiana: The State We're In and Louisiana Public Square**)

Works with content and coordinating producers in the live and recorded pledge drive breaks for both broadcast and streaming. Sets shots, calls for timed graphics and works with assigned productions and engineering teams to produce segments needed for drives

Works with graphics and engineering in finalizing and broadcasting Louisiana Lottery daily broadcasts to the stations around the state

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

For further information about this vacancy contact:

Megan Wright

Louisiana Educational TV Authority

Production Department

7733 Perkins Rd.

Baton Rouge, LA 70810

(225) 767-5660

hr@lpb.org

Qualifications

MINIMUM QUALIFICATIONS:

A baccalaureate degree in mass communications, broadcast television production, broadcast journalism, journalism, English, film studies, or cinematography, plus two years of production experience in television, radio, or multimedia.

SUBSTITUTIONS:

Additional experience in production in television, radio, or multimedia will substitute for the required degree on the basis of six months of experience for fifteen semester hours of college.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts

Function of Work:

To produce a complete television program by developing, planning, completing and marketing the program for distribution.

Level of Work:

Advanced.

Supervision Received:

General from Television Production Manager or Television Senior Producer 2.

Supervision Exercised:

Direct line supervision over Television Producer, Television Senior Director, Television Director and Television Camera Operators. Functional supervision during project specific activities.

Location of Work:

Louisiana Educational Television Authority.

Job Distinctions:

Differs from Television Senior Producer 2 by the lack of responsibility for advanced managerial decisions of project within a specialized field.

Differs from Television Producer by the responsibility for advanced managerial decisions over content development and technical execution phases of numerous assigned projects within a specialized field for State and narrowcast productions.

Examples of Work

Responsible for project management and implementation of high profile state and national productions.

Meets with representatives of federal and state agencies and other professional entities to develop and broadcast statewide and nationally distributed educational television programming.

Responsible in the management and production aspects of the television construction process usually with a medium to high level of complexity in program development and construction with budgets usually between \$20,000 to \$50,000 per project.

Develops preliminary budgets and contractual objectives for project management. Performs budget reconciliation after each completed production project. Develops and monitors budget recommendations for personnel, services, equipment and materials for each assigned production.

Considers in production processes, that the television program may ultimately be adapted to various media. Framing of the subject and composition of the image must be adapted.

May function as primary editor on on-line non-linear editing equipment in the editing of video and audio images, determining the correct cuts, pacing and information statements to be used.

Ensures produced local and national programs include new technical advances and production techniques and guidelines in digital television production to comply with federally mandated conversion to digital transmission and for multi-casting, compressed video, on-line content creation.

May initiate and negotiate contractual personnel and facilities services.

Produces programs for distribution both state wide and nationally through the Louisiana Educational Television Authority's networks.

Responsible for an average of one to four or more projects in the pre-production stage, producing and construction stage and the post-production stage at the same time.

Determines the most efficient presentation approach to material for inclusion in the program and develops production techniques, budgets, time lines and required television personnel needed to develop the initial content into a completed television production.

Conducts and manages post-production activities (in and out of house), functionally supervising all required personnel during this final phase of program completion.

Consults with the Television Executive Producer and the Television Production Manager on negotiating rights and clearances.

Responsible for contacting owners of copyrighted and trademarked material and obtaining through contract and legal negotiations rights and clearances to said items for use in produced programs.

Determines the musical and visual imagery to be constructed and used to help impact the program's content.

Oversees the research and development of various assigned television projects, determining program or series content and objectives, determining designated content experts, instructing assigned Television Producers and others as to specific content development tasks.

Determines and develops program/series content, format, objectives and production techniques and insures compliance with all applicable LPB, state, federal, and agency policies.

Plans, organizes, coordinates and functionally supervises assigned project work activity in the studio or on location.

Identifies marketing strategies for produced statewide and national programming.

Works with the Louisiana Educational Television Authority Underwriting person on researching and obtaining funding sources for the program. Provide press packages and personal program representation to possible funding sources.

Keep necessary files on all projects, filling out all necessary paperwork on project development.

Researches and identifies possible grant sources. Composes proposals for possible funding sources to be used for project budgetary fulfillment.

Directs the videotaping of interviews, editing of programs and writing of scripts.

Coordinates contracting for services needed to support program production.

Supervises and coordinates all field production and promotional materials associated within assigned projects

Creates or supervises the creation of all visual elements, set designs, studio shoots and post production activities associated with live television programs.

Auditions and selects on-air talent and experts to be used for content presentation.

Develops or supervises development of support programs and print materials to be used in conjunction with produced programs.

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.
Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>



LPB Human Resources - JOBS

Louisiana Public Broadcasting is a service provided by the State of Louisiana through the Louisiana Educational Television Authority. Most positions at LPB are classified civil service positions. For more information, visit the [Louisiana State Civil Service](#) home page for a current list of job openings at all state agencies.

Open Positions:

TELEVISION EXECUTIVE PRODUCER (Director of Production)

STATE OF LOUISIANA invites applications for the position of: TELEVISION EXECUTIVE PRODUCER (Director of Production)

TELEVISION SENIOR PRODUCER 2

STATE OF LOUISIANA invites applications for the position of: TELEVISION SENIOR PRODUCER 2

NEWS REPORTER / ANCHOR

STATE OF LOUISIANA invites applications for the position of: MASS COMMUNICATIONS SPECIALIST

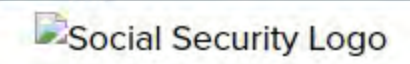
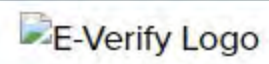
STUDENT INTERN

LPB is seeking a part-time student intern to answer switchboard, perform general office work and courier. Must have good driving record and be prompt. Students must be enrolled as full-time students. Preference will be given to freshmen or sophomores. [Student Application](#)

All applications for student employment must be completed by your school registrar before submitting to HR.

LPB/LETA is an Equal Opportunity Provider and Employer.

Louisiana Public Broadcasting



7733 Perkins Road

Baton Rouge, LA 70810

Collapse

- + Create new >
- Jobs
- Campaigns
- Candidates
- Search resumes
- Interviews
- Analytics
- Tools

[← Back to jobs](#)

Executive Assistant

Louisiana Public Broadcasting – Baton Rouge, LA

Clicks

■ Your job

Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week



0	5.00 (USD)	0.00 (USD)
Views	Budget	Cost

[Increase budget for more clicks](#)

Candidates

Awaiting review

1

Total (excluding rejected)

8

88 Rejected

Job description

Job Duties

Serves as a point person to those outside the department.

Provides administrative support to the Executive, department or function through professional-level administrative duties.

Makes all arrangements including securing venue/meeting room, refreshments/lunch, as well as prepare agenda and materials for LETA board meetings, Department Head meetings, and other meetings as needed.

Generates and maintains documents, reports, correspondence and performs other duties related to computer programs and systems support for the department.

Monitoring of Board of Directors policies, Credit Union Corporate Policies & Bylaws for annual review followed by presentment to committee/board for final approvals.

Take, transcribe and distribute minutes of meetings. May include the following: LETA Board meetings, Department Head meetings, etc.

Responsible for managing budget for Board meetings, events and activities. Prepares expense statements and maintains corporate filing system.

Coordinates all travel arrangements for the Board of Directors, Supervisory Committee and C-level Executives as needed.

Handle special projects as requested by LETA Board and Management.

Coordinate, create, and update/maintain all meetings for board and Executive Director calendars.

Purchases/maintains inventory of supplies as needed.

Maintain updates and provide research as requested.

Will need to drive Executive Director to appointments as needed (company car will be provided).

Others duties as requested.

Knowledge Skills and Abilities

Must have computer skills and dexterity required for data entry and retrieval of information.

Represent the company and the Executive in a positive light through great follow-through skills and sound judgment.

Effective verbal and written communication skills and the ability to present information clearly and professionally.

Advanced Proficiency in Microsoft Office (**Outlook, Word, Excel, and PowerPoint**)

Strong interpersonal skills.

Strong organizational skills; managing a variety of tasks at once with frequent interruptions and minimal supervision.

Ability work with and experience working with confidential information.

Job Types: Temporary, Contract, Full-time

Salary: \$15.00 - \$17.00 per hour

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Education:

- High school or equivalent (Preferred)

Experience:

- Microsoft Powerpoint: 5 years (Preferred)
- Administrative Experience: 5 years (Preferred)
- Microsoft Outlook: 5 years (Preferred)
- Zoom meetings: 3 years (Preferred)
- Microsoft Outlook Calendar: 5 years (Preferred)

Contract Renewal:

- Not likely

Full Time Opportunity:

- No

Work Location:

- One location

Employment Length:

- Varies

This Job Is:

- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more

Work Remotely:

- No

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided or required
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

Work Location: In person

Closed 

[View public job page](#)

Details

Posted: March 3, 2021

Views: 0

Applications received: [96 total](#)

Budget

Job budget: 5.00 (USD) daily

Cost: 0.00 (USD)

 [View performance report](#)

Promote this job for more candidates:



©2023 Indeed

[Cookies, privacy and terms](#) –

[Privacy center](#) –

[Your privacy choices](#)  –

[Security](#) –

[Billing](#) –

[Contact](#)

Collapse

- + Create new >
- Jobs
- Campaigns
- Candidates
- Search resumes
- Interviews
- Analytics
- Tools

[← Back to jobs](#)

Executive Assistant

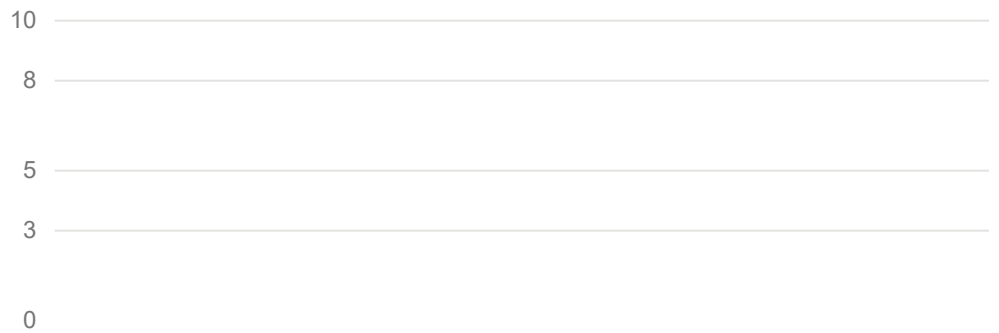
Louisiana Public Broadcasting – Baton Rouge, LA

Clicks

■ Your job

Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week



0	5.00 (USD)	0.00 (USD)
Views	Budget	Cost

[Increase budget for more clicks](#)

Candidates

Awaiting review

1

Total (excluding rejected)

8

88 Rejected

Job description

Job Duties

Serves as a point person to those outside the department.

Provides administrative support to the Executive, department or function through professional-level administrative duties.

Makes all arrangements including securing venue/meeting room, refreshments/lunch, as well as prepare agenda and materials for LETA board meetings, Department Head meetings, and other meetings as needed.

Generates and maintains documents, reports, correspondence and performs other duties related to computer programs and systems support for the department.

Monitoring of Board of Directors policies, Credit Union Corporate Policies & Bylaws for annual review followed by presentment to committee/board for final approvals.

Take, transcribe and distribute minutes of meetings. May include the following: LETA Board meetings, Department Head meetings, etc.

Responsible for managing budget for Board meetings, events and activities. Prepares expense statements and maintains corporate filing system.

Coordinates all travel arrangements for the Board of Directors, Supervisory Committee and C-level Executives as needed.

Handle special projects as requested by LETA Board and Management.

Coordinate, create, and update/maintain all meetings for board and Executive Director calendars.

Purchases/maintains inventory of supplies as needed.

Maintain updates and provide research as requested.

Will need to drive Executive Director to appointments as needed (company car will be provided).

Others duties as requested.

Knowledge Skills and Abilities

Must have computer skills and dexterity required for data entry and retrieval of information.

Represent the company and the Executive in a positive light through great follow-through skills and sound judgment.

Effective verbal and written communication skills and the ability to present information clearly and professionally.

Advanced Proficiency in Microsoft Office (**Outlook, Word, Excel, and PowerPoint**)

Strong interpersonal skills.

Strong organizational skills; managing a variety of tasks at once with frequent interruptions and minimal supervision.

Ability work with and experience working with confidential information.

Job Types: Temporary, Contract, Full-time

Salary: \$15.00 - \$17.00 per hour

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Education:

- High school or equivalent (Preferred)

Experience:

- Microsoft Powerpoint: 5 years (Preferred)
- Administrative Experience: 5 years (Preferred)
- Microsoft Outlook: 5 years (Preferred)
- Zoom meetings: 3 years (Preferred)
- Microsoft Outlook Calendar: 5 years (Preferred)

Contract Renewal:

- Not likely

Full Time Opportunity:

- No

Work Location:

- One location

Employment Length:

- Varies

This Job Is:

- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more

Work Remotely:

- No

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided or required
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

Work Location: In person

Closed 

[View public job page](#)

Details

Posted: March 3, 2021

Views: 0

Applications received: [96 total](#)

Budget

Job budget: 5.00 (USD) daily

Cost: 0.00 (USD)

 [View performance report](#)

Promote this job for more candidates:



©2023 Indeed

[Cookies, privacy and terms](#) –

[Privacy center](#) –

[Your privacy choices](#)  –

[Security](#) –

[Billing](#) –

[Contact](#)

Jobs



Post a job

Open and paused (0)

Closed (4)

Filter and search jobs

Sort by: Posting date

Order: Descending

<input type="checkbox"/> Executive Assistant Baton Rouge, LA Posted: March 28, 2022	1 Applicants	1 Awaiting 0 Contacting 0 of 1 Hired	Free - Sponsor job Increased application fee \$500.00/week	<input type="button" value="Closed"/>
<input type="checkbox"/> Executive Assistant Baton Rouge, LA Posted: March 28, 2022	1 Applicants	1 Awaiting 0 Contacting 0 of 1 Hired	Free - Sponsor job Sponsorship start fee None	<input type="button" value="Closed"/>
<input type="checkbox"/> UI/UX Developer Baton Rouge, LA Posted: February 21, 2022	2 Applicants	0 Awaiting 2 Contacting 0 of 1 Hired	Free - Sponsor job ~69 (est) more if you sponsor.	<input type="button" value="Closed"/>
<input type="checkbox"/> Executive Assistant Baton Rouge, LA Posted: March 3, 2021 — Ends: March 18, 2021	8 Applicants	1 Awaiting 6 Contacting 0 of 1 Hired	Sponsored 0.00 (USD) Total cost 5.00 (USD) Daily	<input type="button" value="Closed"/>