

# JOB VACANCY

MISSISSIPPI AUTHORITY FOR EDUCATIONAL TELEVISION  
IS AN EQUAL OPPORTUNITY EMPLOYER

**TITLE OF POSITION:** Project Technician Senior (Projects Officer IV, Sp)  
**DEPARTMENT:** Technical Services  
**ANNUAL ENTRY SALARY:** Negotiable

## **JOB DUTIES INCLUDE:**

Mississippi Public Broadcasting is seeking a technician to maintain its transmitter and microwave sites, plus related equipment at the sites across the state. Duties include being on call and responding after hours. Monitoring, and maintenance of the microwave and transmitter equipment. Some duties must be performed within a high voltage and power environment. Maintain equipment, logs and records according to FCC Rules and regulations. Ensure proper tower, building and grounds maintenance. Must be able to work varying shifts all hours of the day and night. May be called to work for extended periods during emergencies or special needs. This position is classified as State Service, Exempt. EOE M-F

## **MINIMUM REQUIREMENTS:**

An Associate's Degree from an accredited two-year college in Electronics or a directly related field (AND) six (6) years of experience in work directly related to the above described duties;

(OR)

Graduation from a standard four-year high school or equivalent (GED), directly related education and directly related experience may be substituted on an equal basis.

## **HOW TO APPLY:**

- See Web Site for complete description ([www.mpbonline.org](http://www.mpbonline.org))
- Applicants may email resumes to [careers@mpbonline.org](mailto:careers@mpbonline.org)
- Applicants may go online to Mississippi State Personnel Board ([www.mspb.ms.gov](http://www.mspb.ms.gov)) to obtain State of Mississippi application
- Applicants may submit State of Mississippi application to Mississippi Public Broadcasting, Attn: Personnel, 3825 Ridgewood Road, Jackson, MS 39211

**Closing Date: June 30, 2017**

FOR FURTHER INFORMATION, CONTACT:  
MISSISSIPPI AUTHORITY FOR EDUCATIONAL TELEVISION  
3825 RIDGEWOOD ROAD, JACKSON, MISSISSIPPI 39211

June 15, 2017

Gearlletha Stevens, Personnel Officer

601-432-6202

Date

Name and Title

PHONE NUMBER

**FCC – EEO RULES – RECORD KEEPING**  
**Beginning January 23, 2018**

**VACANCIES**

**JOB TITLE:** Projects Officer IV, Sp. (Project Tech. Sr.) (PIN 0200)  
**DATE FILLED:** 02/20/2018

**RECRUITMENT SOURCES:**

No	Source	Contact	E-Mail/Website	Address	Phone
1	Agency Job Posting (Mississippi Public Broadcasting) In- house/sites	Human Resources	<a href="mailto:careers@mpbonline.org">careers@mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6565
2	Agency Website	Gearlletha Stevens	<a href="http://www.mpbonline.org">www.mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6273
3	Agency Social Media	Ellie Banks	<a href="mailto:ellie.banks@mpbonline.org">ellie.banks@mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6777
4	Agency Radio Station	Kevin Farrell	<a href="mailto:Kevin.farrell@mpbonline.org">Kevin.farrell@mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6119
5	Alabama Broadcaster's Assoc.	Sharon Tinsley, Exec. Dir	<a href="http://www.al-ba.com">www.al-ba.com</a> <a href="mailto:stinsley@al-ba.com">stinsley@al-ba.com</a>	2180 Parkway Lake Dr. Hoover, AL 35244	205-982-5001
6	Broadcast Employment Svcs.		<a href="mailto:info@tvjobs.com">info@tvjobs.com</a>	P.O. Box 4116 Oceanside, CA 92052	800-374-0119
7	Copiah-Lincoln Comm. College (Electronics Department)	Celeste Williamson	<a href="mailto:Celeste.williamson@colin.edu">Celeste.williamson@colin.edu</a>	P.O. Box 649 Wesson, MS 39191	601-643-8711
8	Employment Security Comm.	Clint Poole	<a href="mailto:joborder@mdes.ms.gov">joborder@mdes.ms.gov</a>	5959 I-55 N. Frontage Rd., Suite C Jackson, MS 39213	601-855-3214 FAX: 601-407- 1071
9	Hinds Comm. College (HCC) Placement	Iyanna Colly	<a href="mailto:Iyanna.Colly@hindsgcc.edu">Iyanna.Colly@hindsgcc.edu</a>	P. O. Box 1100 Raymond, MS 39154- 1100	601-857-3499
10	Hinds Comm. College (HCC) Electronics Tech.	Jacob Wright	<a href="mailto:jacob.wright@hindsgcc.edu">jacob.wright@hindsgcc.edu</a>	P. O. Box 1100 Raymond, MS 39154- 1100	601-857-3421

**FCC – EEO RULES – RECORD KEEPING**  
**Beginning January 23, 2018**

11	Hinds Comm. College (HCC) Electronics – Rankin	Kashanta Jackson	<a href="mailto:kashanta.jackson@hindsgcc.edu">kashanta.jackson@hindsgcc.edu</a>	3805 Highway 80 East Pearl, MS 39208	601-936-5552
12	Holmes Comm. College – Engineering Tech.	Allison DeWeese Earline Smith	<a href="mailto:adweese@holmescc.edu">adweese@holmescc.edu</a> <a href="mailto:esmith@holmescc.edu">esmith@holmescc.edu</a>	P.O. Box 409 Goodman, MS 39079	Allison 601-605-3430 E. Smith – 662-472-9105
13	Minnesota Public Radio		<a href="mailto:Newslink@mpr.org">Newslink@mpr.org</a>	480 Cedar Street Saint Paul, MS 55101	651-290-1500
14	Mississippi College – Career Services Center	Jennifer McGill	<a href="mailto:mcgill@mc.edu">mcgill@mc.edu</a>	P. O. Box 4010 Clinton, MS 39058	601-925-3901
15	Mississippi State Univ. – Career Services Center	Scott Maynard Martha Jones	<a href="mailto:smaynard@career.msstate.edu">smaynard@career.msstate.edu</a> <a href="mailto:mjones@career.msstate.edu">mjones@career.msstate.edu</a>	P. O. Box P Miss. State, MS 39762-5515	662-325-3344
16	National Education Telecommunications Association (NETA)	Maryanne Schuessler	<a href="mailto:Maryanne@netaonline.org">Maryanne@netaonline.org</a> <a href="http://www.netaonline.org">www.netaonline.org</a>	P.O. Box 50008, Columbia, SC 29250; OR 939 S. Stadium Rd., Columbia, SC 29201	803-799-5517 Ext. 104
17	New Horizon Membership Development	Annette Fair	<a href="mailto:afair@nhcms.org">afair@nhcms.org</a> <a href="http://www.nhcms.org">www.nhcms.org</a>		601-371-1427
18	NPR List Serve	Russell Lewis	<a href="mailto:rdlewis@npr.org">rdlewis@npr.org</a>	NPR 635 Massachusetts Ave., NW. Washington, DC 20001	202-513-3232
19	SimplyHired.com		<a href="http://www.indeed.com">www.indeed.com</a>		
20	The Society of Broadcast Engineers (SBE)	Jobs Online Scott Jones	<a href="http://www.sbe.org">www.sbe.org</a> <a href="mailto:kjones@sbe.org">kjones@sbe.org</a>	9102 N. Meridian St., Ste. 150 Indianapolis, IN 46260	317-846-9000
21	Tougaloo College – Career Planning & Placement	Clifton Paige	<a href="mailto:cpaige@tougaloo.edu">cpaige@tougaloo.edu</a>	500 W. County Line Rd. Tougaloo, MS 39174	601-977-7817
22	Tulane Univ.	Susan Mickey	<a href="mailto:smickey@tulane.edu">smickey@tulane.edu</a>	6823 St. Charles Ave. New Orleans, LA 70118	504-865-5000

**FCC – EEO RULES – RECORD KEEPING**  
**Beginning January 23, 2018**

23	University of Mississippi	Jonathan Harrington	<a href="mailto:jonathan@career.olemiss.edu">jonathan@career.olemiss.edu</a>	303 Martindale Center P. O. Box 1848 University, MS 38677-1848	662-915-7174
24	Univ. of Southern Mississippi – Career Planning & Placement	Kathy Killiam	<a href="mailto:kathleen.killiam@usm.edu">kathleen.killiam@usm.edu</a>	118 college Drive, Box 5014 Hattiesburg, MS 39406	601-266-4153
25	Urban League of Greater Jackson, Inc.	Willie M. Cole	None – mail job announcements to address listed	2310 HWY 80 W. Bldg. 1 Suite E Jackson, MS 39204	601-714-4600

**COPIES OF JOB ANNOUNCEMENT** (newspaper, email, web, etc.)

**NUMBER OF APPLICANTS INTERVIEWED:** 2

**RECRUITMENT SOURCE**

Agency Job Posting

Other Resources

**RECRUITMENT SOURCE OF HIREE:** Other Resources (Indeed)



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JUN 15

# PROJECT TECHNICIAN SENIOR

Posted by Gearlietha Stevens on Jun 15, 2017 at 4:37 pm



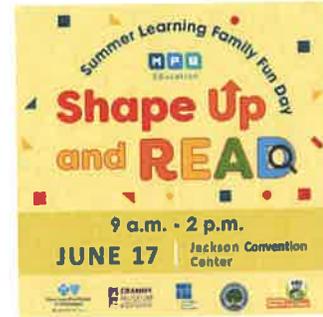
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**DEPARTMENT:** Technical Services

**ANNUAL ENTRY SALARY:** Negotiable

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MINIMUM REQUIREMENTS:

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An Associate's Degree from an accredited two-year college in Electronics or a directly related field

NEWS

(AND) six (6) years of experience in work directly related to the above described duties;

PROGRAMS

EDUCATION

MORE (OR)

Graduation from a standard four-year high school or equivalent (GED), directly related education and directly related experience may be substituted on an equal basis.



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Closing Date: June 30, 2017



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- Public Files And Reports
- Privacy Policy
- Open Meetings Announcements
- Transparency Mississippi
- MPB Contest Rules

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- State Personnel Board
- MS.gov
- ACE

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### FCC PUBLIC FILES

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Mississippi Public Broadcasting  
3825 Ridgewood Road  
Jackson, Mississippi 39211  
601.432.6565

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Thursday, June 15, 2017 4:56 PM  
**To:** All  
**Subject:** Job Vacancy  
**Attachments:** PIN 0 Project Tech Sr. (TS).doc

Position: Project Technician Senior  
Dept: Technical Services  
Closes: June 30, 2017

NOTE: This position is classified as State Service; Exempt (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,

*Gearlletha Stevens*

Human Resources Specialist

Mississippi Public Broadcasting  
Human Resources  
3825 Ridgewood Rd.  
Jackson, MS 39211  
☎ (601) 432-6202 📠 (601) 432-6311  
[gearlletha.stevens@mpbonline.org](mailto:gearlletha.stevens@mpbonline.org)  
[www.mpbonline.org](http://www.mpbonline.org)



Mississippi Public Broadcasting



**MSPublicBroadcasting** ✓

@MPBOnline



**MPB IS HIRING: Project Technician Senior –**  
[mpbonline.org/blogs/careers/](http://mpbonline.org/blogs/careers/) ...

3:33 PM - 16 Jun 2017



Tweet your reply

Posted by Ellie Banks • 6/16/2017 •  Sponsor now



**Mississippi Public Broadcasting**  
now

**MPB IS HIRING: Project Technician Senior –**

Mississippi Public Broadcasting is seeking a technician to maintain its transmitter and microwave sites, plus related equipment at the sites across the state.

**Project Technician Senior**  
mpbonline.org



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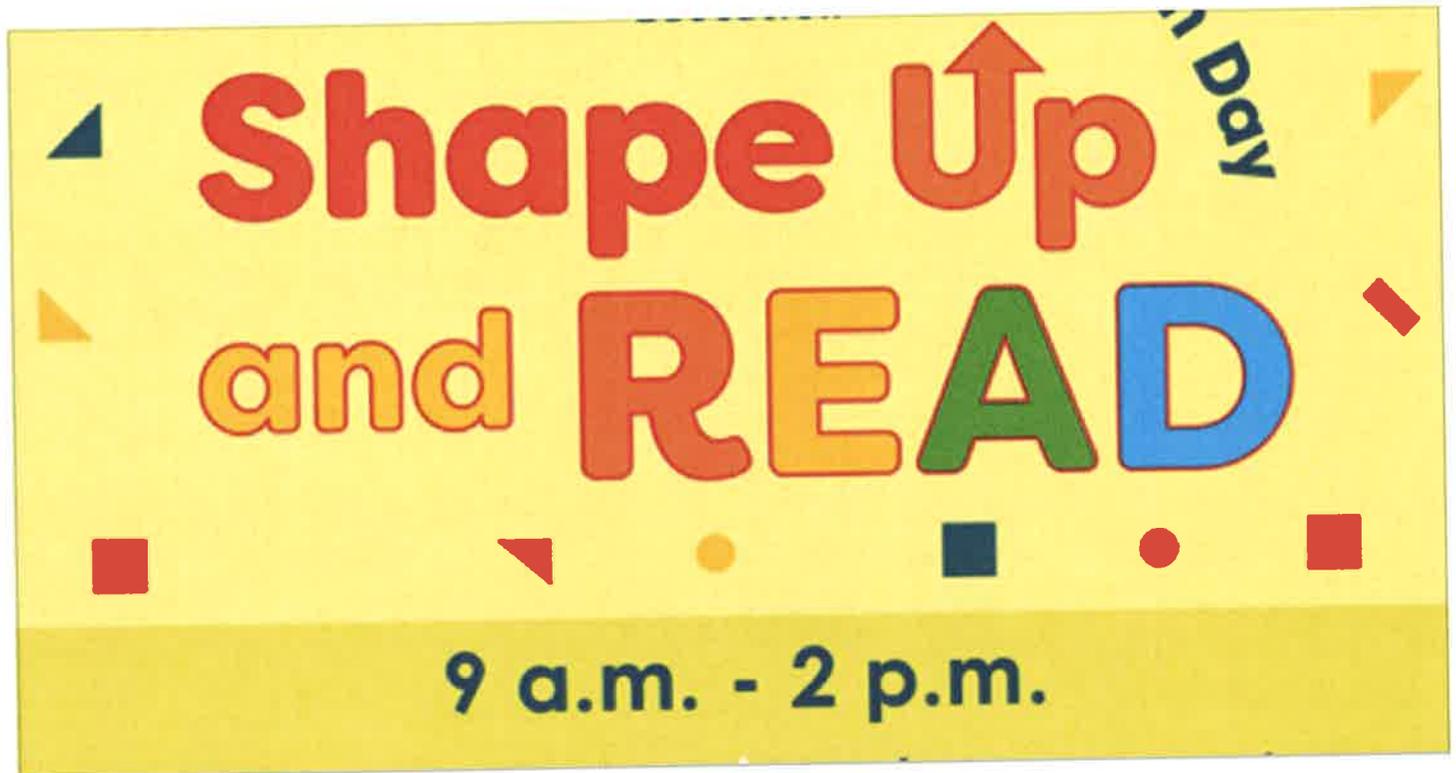
## Mississippi Public Broadcasting

Published by Ellie Banks [?] · Just now ·

### MPB IS HIRING: Project Technician Senior –

Mississippi Public Broadcasting is seeking a technician to maintain its transmitter and microwave sites, plus related equipment at the sites across the state.

<http://www.mpbonline.org/.../caree.../project-technician-senior/>



### MPB : Mississippi Public Broadcasting

Mississippi Public Broadcasting is seeking a technician to maintain its transmitter and microwave sites, plus related equipment at the sites across the state. Duties include being on call and responding after hours. Monitoring, and maintenance of...

MPBONLINE.ORG

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## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Thursday, June 15, 2017 4:57 PM  
**To:** Ellie Banks  
**Subject:** FW: Job Vacancy  
**Attachments:** PIN 0 Project Tech Sr. (TS).doc

Please post the job vacancy on FB and Twitter. Please send copies for the FCC file.

Thanks,  
G. Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Thursday, June 15, 2017 4:56 PM  
**To:** All <All@mpbonline.org>  
**Subject:** Job Vacancy

Position: Project Technician Senior  
Dept: Technical Services  
Closes: June 30, 2017

NOTE: This position is classified as State Service; Exempt (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

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☎(601) 432-6202 📠(601) 432-6311  
[gearlletha.stevens@mpbonline.org](mailto:gearlletha.stevens@mpbonline.org)  
[www.mpbonline.org](http://www.mpbonline.org)



## Think Radio

Report date: 06/16/2017  
 Report time: 09:47:41

From: 06/16/2017 To: 06/30/2017

Flight Schedule Report  
 Page: 1

Flight: JOBS TECH / 6-22 / ROS / 2X DAY / JUN 16 - 30

Max Length: 00:15

DATE	TIME	ATTACHED TO PROGRAM
Fri 06/16/2017	@ 18:48:30	ALL THINGS CONSIDERED
Fri 06/16/2017	@ 21:19:00	ON POINT
Sat 06/17/2017	@ 08:39:00	WEEKEND EDITION
Sat 06/17/2017	@ 12:18:14	WAIT, WAIT DON'T TELL ME
Sun 06/18/2017	@ 07:39:00	WEEKEND EDITION
Sun 06/18/2017	@ 11:39:27	SPLENDID TABLE
Mon 06/19/2017	@ 06:50:35	MORNING EDITION
Mon 06/19/2017	@ 07:50:35	MORNING EDITION
Tue 06/20/2017	@ 10:28:09	IN LEGAL TERMS
Tue 06/20/2017	@ 13:32:00	HERE AND NOW
Wed 06/21/2017	@ 06:50:35	MORNING EDITION
Wed 06/21/2017	@ 07:21:00	MORNING EDITION
Thu 06/22/2017	@ 19:29:30	THE WORLD
Thu 06/22/2017	@ 21:38:57	ON POINT
Fri 06/23/2017	@ 11:13:21	SOUTHERN REMEDY
Fri 06/23/2017	@ 19:29:30	THE WORLD
Sat 06/24/2017	@ 07:18:00	WEEKEND EDITION
Sat 06/24/2017	@ 07:39:00	WEEKEND EDITION
Sun 06/25/2017	@ 09:31:59	BEING
Sun 06/25/2017	@ 14:41:49	THE MOTH
Mon 06/26/2017	@ 06:31:00	MORNING EDITION
Mon 06/26/2017	@ 07:50:35	MORNING EDITION
Tue 06/27/2017	@ 08:42:14	MS EDITION
Tue 06/27/2017	@ 17:49:00	ALL THINGS CONSIDERED
Wed 06/28/2017	@ 17:49:00	ALL THINGS CONSIDERED
Wed 06/28/2017	@ 19:20:00	THE WORLD
Thu 06/29/2017	@ 07:50:35	MORNING EDITION
Thu 06/29/2017	@ 11:29:32	SOUTHERN REMEDY
Fri 06/30/2017	@ 11:13:21	SOUTHERN REMEDY
Fri 06/30/2017	@ 21:38:57	ON POINT

This item appears 30 times between 06/16/2017 and 06/30/2017.

Think Radio

Flight Schedule Report

Report date: 07/22/2017  
 Report time: 18:23:30

From: 07/19/2017 To: 07/31/2017

Page: 1

Flight: JOBS TECH / 6-22 / ROS / 2X DAY / JUL 19-31  
 Max Length: 00:15

DATE	TIME	ATTACHED TO PROGRAM
Wed	07/19/2017 @ 07:50:35	MORNING EDITION
Wed	07/19/2017 @ 13:39:30	HERE AND NOW
Thu	07/20/2017 @ 08:21:00	MORNING EDITION
Thu	07/20/2017 @ 20:25:29	Q
Fri	07/21/2017 @ 13:39:29	HERE AND NOW
Fri	07/21/2017 @ 19:29:30	THE WORLD
Sat	07/22/2017 @ 08:18:00	WEEKEND EDITION
Sat	07/22/2017 @ 14:24:00	SNAP JUDGEMENT
Sun	07/23/2017 @ 08:39:00	WEEKEND EDITION
Sun	07/23/2017 @ 19:58:26	THISTLE & SHAMROCK
Mon	07/24/2017 @ 07:21:00	MORNING EDITION
Mon	07/24/2017 @ 14:28:34	THE TAKEAWAY
Tue	07/25/2017 @ 16:19:00	ALL THINGS CONSIDERED
Tue	07/25/2017 @ 16:49:00	ALL THINGS CONSIDERED
Wed	07/26/2017 @ 06:50:35	MORNING EDITION
Wed	07/26/2017 @ 17:49:00	ALL THINGS CONSIDERED
Thu	07/27/2017 @ 06:21:00	MORNING EDITION
Thu	07/27/2017 @ 09:28:05	CREATURE COMFORTS
Fri	07/28/2017 @ 11:13:21	SOUTHERN REMEDY
Sat	07/29/2017 @ 16:18:00	ALL THINGS CONSIDERED WEEKEND
Sun	07/30/2017 @ 07:18:00	WEEKEND EDITION
Sun	07/30/2017 @ 19:58:26	THISTLE & SHAMROCK

This item appears 22 times between 07/19/2017 and 07/31/2017.

## Gearlletha Stevens

---

**From:** Liz Gill  
**Sent:** Friday, June 16, 2017 9:49 AM  
**To:** Gearlletha Stevens  
**Cc:** Kevin Farrell; Liz Gill  
**Subject:** RE: Job Vacancy  
**Attachments:** Jobs Tech sr. flight schedule report.pdf

This spot was produced and scheduled in ProTrack.

Liz Gill  
Traffic Manager for Radio  
Liz.Gill@mpbonline.org  
601-432-6800

3825 Ridgewood Road  
Jackson, MS 39211



Mississippi Public Broadcasting  
[mpbonline.org](http://mpbonline.org)

---

**From:** Gearlletha Stevens  
**Sent:** Thursday, June 15, 2017 4:59 PM  
**To:** Liz Gill <Liz.Gill@mpbonline.org>  
**Cc:** Kevin Farrell <Kevin.Farrell@mpbonline.org>  
**Subject:** FW: Job Vacancy

Good afternoon,

Attached is the form for announcing this job on the radio. It closes June 30<sup>th</sup>.

Thanks,  
G. Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Thursday, June 15, 2017 4:56 PM  
**To:** All <[All@mpbonline.org](mailto:All@mpbonline.org)>  
**Subject:** Job Vacancy

Position: Project Technician Senior  
Dept: Technical Services

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Thursday, June 15, 2017 4:59 PM  
**To:** Liz Gill  
**Cc:** Kevin Farrell  
**Subject:** FW: Job Vacancy  
**Attachments:** PIN 0 Project Tech Sr. (TS).doc; 0-Project Tech Sr.- RA.docx; 0- Project Tech Sr..xls

Good afternoon,

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☎(601) 432-6202 📠(601) 432-6311  
[gearlletha.stevens@mpbonline.org](mailto:gearlletha.stevens@mpbonline.org)  
[www.mpbonline.org](http://www.mpbonline.org)

# MPB Underwriting Order

Booking Date:	06/15/17	Account Manager:	Gentlelita Stevens	Client Type:	
Lookup Code:		Name:		 Public Broadcasting in Mississippi	
Spot Title:		Spot Title:			
Contract Start Date:		Contract End Date:		Reel:	Cut Number:

### CONTRACT DISTRIBUTIONS

Flights	Flight Description	Channel						Spot Length	Attach Type	Priority	In/Out or Both	Dates Start/End	Times		Skip Days	Brks	Days Allowed							Max Place Per Brk Day Wk	# of Spots	Rate	Sub-Total		
		1	2	3	4	5	6						Start	End			SU	M	T	W	Th	F	S					S	S
	Project Technician, Sr (Projects Officer IV, Sp)											6/15/2017-6/30/2017					2	2	2	2	2	2	2	2	2	2	0	\$0.00	\$0.00
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																											0	\$0.00	\$0.00
																											0	\$0.00	\$0.00



## MPB Radio Production Order

<b>Lookup Code:</b>		<b>Client Type:</b>	
<b>Account Manager:</b>	Gearlletha Stevens	<b>Booking Date:</b>	
<b>Start Date:</b>	6/15/2017	<b>End Date:</b>	6/30/2017
<b>Spot Title:</b> Projects Officer IV, Sp (Project Technician, Sr.)			

Length		Voice		Music	
:15	:30	M	F	Y	N

### Copy (:15)

12 pt. Font / Times New Roman only


### Copy (:30)

12 pt. Font / Times New Roman only


Approved by Ryanne Duffie Saucier

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Wednesday, June 21, 2017 11:03 AM  
**To:** 'stinsley@al-ba.com'; 'info@tvjobs.com'; 'celeste.williamson@colin.edu';  
'joborder@mdes.ms.gov'; 'iyanna.colly@hindsc.edu'; 'jacob.wright@hindsc.edu';  
'kashanta.jackson@hindsc.edu'; 'adweese@holmescc.edu'; 'esmith@holmescc.edu';  
'newslink@mpr.org'; 'mcgill@mc.edu'; 'smaynard@career.msstate.edu';  
'mjones@career.msstate.edu'; 'Maryanne Schuessler'; 'Russell D. Lewis';  
'kjones@sbe.org'; 'cpaige@tougalo.edu'; 'smickey@tulane.edu';  
'jonathan@career.olemiss.edu'; 'kathleen.killiam@usm.edu'; 'calisnowkiss@gmail.com';  
'Karen.s.sampson@gmail.com'; 'astinjs@gmail.com'; 'afair@nhcms.org';  
'celeste.williamson@colin.edu'  
**Subject:** Job Vacancy  
**Attachments:** PIN 0 Project Tech Sr. (TS).doc

Hello,

Please post the attached job vacancy announcement for Project Technician Senior (Projects Officer IV, Sp) at Mississippi Public Broadcasting on your website.

Thanks,

*Gearlletha Stevens*

Human Resources Specialist

Mississippi Public Broadcasting

Human Resources

3825 Ridgewood Rd.

Jackson, MS 39211

☎ (601) 432-6202 📠 (601) 432-6311

[gearlletha.stevens@mpbonline.org](mailto:gearlletha.stevens@mpbonline.org)

[www.mpbonline.org](http://www.mpbonline.org)



Mississippi Public Broadcasting

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Wednesday, June 21, 2017 11:06 AM  
**To:** 'cjohnston@npr.org'  
**Subject:** Job Vacancy  
**Attachments:** PIN 0 Project Tech Sr. (TS).doc

Hello,

Please post the attached job vacancy announcement for Project Technician Senior (Projects Officer IV, Sp) at Mississippi Public Broadcasting on your website.

Thanks,

*Gearlletha Stevens*

Human Resources Specialist

Mississippi Public Broadcasting

Human Resources

3825 Ridgewood Rd.

Jackson, MS 39211

☎ (601) 432-6202 📠 (601) 432-6311

[gearlletha.stevens@mpbonline.org](mailto:gearlletha.stevens@mpbonline.org)

[www.mpbonline.org](http://www.mpbonline.org)



Mississippi Public Broadcasting



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## Project Technician (Projects Officer IV, Sp)

Mississippi Public Broadcasting – Jackson, MS

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109 applications with sponsoring\*

10 applications without sponsoring\*

\* Estimated in the next 6 weeks  
Estimates are based on Indeed's past results of similar titles. This is not a guarantee of future performance.

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[close job](#)  
[find candidates for this job](#)

Views: 0

Candidates: 0

Status: Open – [pause](#)

Created: Jun 15

*This job will be visible on Indeed shortly.*

### Candidates

0 Awaiting Review	0 Total (excluding rejected)	0 Rejected
----------------------	---------------------------------	---------------

### Job Description

Mississippi Public Broadcasting is seeking a technician to maintain its transmitter and microwave sites, plus related equipment at the sites across the state. Duties include being on call and responding after hours. Monitoring, and maintenance of the microwave and transmitter equipment. Some duties must be performed within a high voltage and power environment. Maintain equipment, logs and records according to FCC Rules and regulations. Ensure proper tower, building and grounds maintenance. Must be able to work varying shifts all hours of the day and night. May be called to work for extended periods during emergencies or special needs. This position is classified as State Service, Exempt. EOE M-F

#### MINIMUM REQUIREMENTS:

An Associate's Degree from an accredited two-year college in Electronics or a directly related field (AND) six (6) years of experience in work directly related to the above described duties;

(OR)

Graduation from a standard four-year high school or equivalent (GED), directly related education and directly related experience may be substituted on an equal basis.

Job Type: Full-time

Required education:

- High school or equivalent

Required experience:

- Engineering Management: 1 year
- Maintenance: 1 year
- Engineering: 1 year
- Project Management: 1 year
- Electrical: 1 year

### Application Questions

You have requested that Indeed ask candidates the following questions:

- Have you completed the following level of education: **High school or equivalent?**
- How many years of **Engineering Management** experience do you have?
- How many years of **Maintenance** experience do you have?
- How many years of **Engineering** experience do you have?
- How many years of **Project Management** experience do you have?
- How many years of **Electrical** experience do you have?

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## Engineer/Technician

Mississippi Public Broadcasting – Jackson, MS

Candidates

0	0	0
Awaiting Review	Total (excluding rejected)	Rejected

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[find candidates for this job](#)

Views: 0

Candidates: 0

Status: Open – [pause](#)

Created: Sep 18

*This job will be visible on Indeed shortly.*

### Job Description

Mississippi Public Broadcasting is seeking a Engineer/Technician to maintain its transmitter and microwave sites, plus related equipment at the sites across the state. The Technician duties include being on call and responding after hours. Monitoring, and maintenance of the microwave and transmitter equipment. Some duties must be performed within a high voltage and power environment. Maintain equipment, logs and records according to FCC Rules and regulations. Ensure proper tower, building and grounds maintenance. Technician must be able to work varying shifts all hours of the day and night. May be called to work for extended periods during emergencies or special needs. This position is classified as State Service, Exempt. EOE M-F

#### MINIMUM REQUIREMENTS:

An Associate's Degree from an accredited two-year college in Electronics or a directly related field (AND) six (6) years of experience in work directly related to the above described duties;

(OR)

Graduation from a standard four-year high school or equivalent (GED), directly related education and directly related experience may be substituted on an equal basis.

Job Type: Full-time

### Application Questions

You have requested that Indeed ask candidates the following questions:

- How many years of Electrical experience do you have?
- How many years of Engineering experience do you have?
- How many years of Engineering Management experience do you have?
- How many years of Maintenance experience do you have?
- How many years of Project Management experience do you have?
- Have you completed the following level of education: High school or equivalent?

# JOB VACANCY

MISSISSIPPI AUTHORITY FOR EDUCATIONAL TELEVISION  
IS AN EQUAL OPPORTUNITY EMPLOYER

**TITLE OF POSITION:** Projects Officer IV, Sp  
**WORKING TITLE:** Traffic Manager  
**DEPARTMENT:** Radio  
**ANNUAL ENTRY SALARY:** \$38,000

## **JOB DUTIES INCLUDE:**

MPB is seeking a Traffic Manager for Radio. The incumbent creates daily traffic logs for Radio underwriting. Candidate will serve as Administrative Assistant for Radio and News departments. Incumbent will be responsible for coordinating volunteers, compiling reports and answering incoming calls for Radio Reading Service of Mississippi. This position is classified as State Service, Exempt. EOE M-F

## **MINIMUM REQUIREMENTS:**

A Master's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency (AND) four (4) years of experience related to the above-described duties, three (3) years of which must include line or functional supervision;

(OR)

A Bachelor's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency (AND) five (5) years of experience related to the above- described duties, three (3) years of which must include line or functional supervision;

(OR)

Graduation from a four-year high school or equivalent (GED) (AND) nine (9) years of experience related to the above-described duties, three (3) years of which must include line or functional supervision;

(OR)

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the three (3) years of line or functional supervision.

## **HOW TO APPLY:**

- See Web Site for complete description ([www.mpbonline.org](http://www.mpbonline.org))
- Applicants may email resumes to [careers@mpbonline.org](mailto:careers@mpbonline.org)
- Applicants may go online to Mississippi State Personnel Board ([www.mspsb.ms.gov](http://www.mspsb.ms.gov)), Click on Job Seekers. This will take you to the "JOB OPENINGS" page. Read instructions thoroughly to apply for job opening.

**Closing Date: March 19, 2018**

FOR FURTHER INFORMATION, CONTACT:  
MISSISSIPPI AUTHORITY FOR EDUCATIONAL TELEVISION  
3825 RIDGEWOOD ROAD, JACKSON, MISSISSIPPI 39211

March 14, 2018

Gearlletha Stevens, Personnel Officer

601-432-6202

Date

Name and Title

PHONE NUMBER

**FCC – EEO RULES – RECORD KEEPING**  
**Beginning January 23, 2018**

**VACANCIES**

**JOB TITLE:** Projects Officer IV, Sp (Traffic Manager) (PIN 0032)

**DATE FILLED:** 05/01/2018

**RECRUITMENT SOURCES:**

No	Source	Contact	E-Mail/Website	Address	Phone
1	Agency Job Posting (Mississippi Public Broadcasting) In- house/sites	Human Resources	<a href="mailto:careers@mpbonline.org">careers@mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6565
2	Agency Website	Gearletha Stevens	<a href="http://www.mpbonline.org">www.mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6273
3	Agency Social Media	Ellie Banks	<a href="mailto:ellie.banks@mpbonline.org">ellie.banks@mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6777
4	Agency Radio Station	Kevin Farrell	<a href="mailto:Kevin.farrell@mpbonline.org">Kevin.farrell@mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6119
5	SimplyHired.com		<a href="http://www.simplyhired.com">www.simplyhired.com</a> <a href="http://www.indeed.com">www.indeed.com</a>	370 San Aleso Avenue, Ste. 200 Sunnyvale, CA 94085	
6	State Personnel Board	Adriane Lockett	<a href="http://www.mspb.ms.gov">www.mspb.ms.gov</a>	301 North Lamar Str. Jackson, MS 39201	601-359-1406

**COPIES OF JOB ANNOUNCEMENT** (newspaper, email, web, etc.)

**NUMBER OF APPLICANTS INTERVIEWED:** 4

**RECRUITMENT SOURCE**

- Agency Job Posting
- Agency Website
- Other Source
- State Personnel Board

**RECRUITMENT SOURCE OF HIREE:** Agency Job Posting



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MAR 14

# PROJECTS OFFICER IV, SPECIAL

Last Updated by [Gearletha Stevens](#) on Mar 15, 2018 at 9:11 am



<b>TITLE OF POSITION:</b>	<b>PROJECTS OFFICER IV, SPECIAL</b>
<b>WORKING TITLE:</b>	<b>TRAFFIC MANAGER</b>
<b>DEPARTMENT:</b>	<b>RADIO</b>
<b>ANNUAL ENTRY SALARY:</b>	<b>\$38,000</b>

### JOB DUTIES INCLUDE:

Mississippi Public Broadcasting is seeking a Traffic Manager for Radio. The incumbent creates daily traffic logs for Radio underwriting. Candidate will serve as Administrative Assistant for Radio and News departments. Incumbent will be responsible for coordinating volunteers, compiling reports and answering incoming calls for Radio Reading Service of Mississippi. This position is classified as State Service, Exempt. EOE M-F

### MINIMUM REQUIREMENTS:

A Master's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency; AND Four (4) years of experience related to the above



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described duties, three (3) years of which must include line or functional supervision.

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A Bachelor's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency; AND Five (5) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.



(OR)

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); AND Nine (9) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

**Substitution Statement:**

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the three (3) years of line or functional supervision.

**HOW TO APPLY:**

- See Web Site for complete description [www.mpbonline.org](http://www.mpbonline.org)
- Applicants may email resumes to [careers@mpbonline.org](mailto:careers@mpbonline.org)
- Applicants may go online to Mississippi State Personnel Board [www.mspb.ms.gov](http://www.mspb.ms.gov) to apply or obtain State of Mississippi application
- Applicants may submit State of Mississippi application to Mississippi



Public Broadcasting, Attn: Personnel,  
3825 Ridgewood Road, Jackson, MS 39211

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Closing Date: March 19, 2018

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Mississippi Public

for Educational

Broadcasting

Television d/b/a

3825 Ridgewood

Mississippi Public

Road

Broadcasting - All

Jackson,

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Mississippi 39211

MPB is an Equal

601.432.6565

Opportunity Employer.



## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Wednesday, March 14, 2018 3:38 PM  
**To:** All; 'Angela Ferraez'; Bill Ellison; Debra Kassoff; Mark Young; 'lisa@mpbfoundation.org'  
**Subject:** Job Vacancy  
**Attachments:** PIN 0032- Projects Officer IV, Sp (Radio).pdf

Position: Projects Officer IV, Special (Traffic Manager)  
Dept: Radio  
Closes: March 19, 2018

NOTE: This position is classified as State Service; Exempt; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

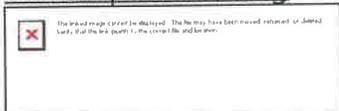
Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,

*Gearlletha Stevens*

Human Resources Specialist

Mississippi Public Broadcasting  
Human Resources  
3825 Ridgewood Rd.  
Jackson, MS 39211  
☎(601) 432-6202 📠(601) 432-6311  
[gearlletha.stevens@mpbonline.org](mailto:gearlletha.stevens@mpbonline.org)  
[www.mpbonline.org](http://www.mpbonline.org)



## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Wednesday, April 11, 2018 4:33 PM  
**To:** All; 'Angela Ferraez'; Bill Ellison; Debra Kassoff; Mark Young;  
'lisa@mpbfoundation.org'  
**Subject:** Job Vacancy  
**Attachments:** PIN 0139- ETV- Program Man (Radio).pdf

Position: ETV- Program Manager (Traffic Manager)  
Dept: Radio  
Closes: April 16, 2018

NOTE: This position is classified as State Service; Exempt; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,

*Gearlletha Stevens*

Human Resources Specialist

Mississippi Public Broadcasting  
Human Resources  
3825 Ridgewood Rd.  
Jackson, MS 39211  
☎(601) 432-6202 📠(601) 432-6311  
[gearlletha.stevens@mpbonline.org](mailto:gearlletha.stevens@mpbonline.org)  
[www.mpbonline.org](http://www.mpbonline.org)



Mississippi Public Broadcasting

Posted by Ellie Banks • 3/16/2018 •  Sponsor now

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## Mississippi Public Broadcasting

now

### MPB IS HIRING: TRAFFIC MANAGER

Mississippi Public Broadcasting is seeking a Traffic Manager for Radio. The incumbent creates daily traffic logs for Radio underwriting. Candidate will serve as Administrative Assistant for Radio and News departments.

#### MPB IS HIRING: TRAFFIC MANAGER

mpbonline.org

TITLE OF POSITION: Projects Officer, Special IV

DEPARTMENT: Radio AN...

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**Mississippi Public Broadcasting**

Published by Ellie Banks [?] · 6 mins ·



## MPB IS HIRING: TRAFFIC MANAGER

Mississippi Public Broadcasting is seeking a Traffic Manager for Radio. The incumbent creates daily traffic logs for Radio underwriting. Candidate will serve as Administrative Assistant for Radio and News departments.



## MPB IS HIRING: TRAFFIC MANAGER

Mississippi Public Broadcasting is seeking a Traffic Manager for Radio. The incumbent creates daily traffic logs for Radio underwriting. Candidate will serve as Administrative Assistant for Radio and News departments....

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**MSPublicBroadcasting**  @MF Online · Mar 15  
MPB IS HIRING: TRAFFIC MANAGER

MPB is seeking a Traffic Manager for Radio. The incumbent creates daily traffic logs for Radio underwriting. Candidate will serve as Administrative Assistant for Radio and News departments. [mpbonline.org/blogs/careers/...](http://mpbonline.org/blogs/careers/)



## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**ent:** Wednesday, March 14, 2018 3:41 PM  
**To:** Ellie Banks  
**Subject:** FW: Job Vacancy  
**Attachments:** PIN 0032- Projects Officer IV, Sp (Radio).pdf

Please post the job vacancy on LinkedIn, FB, and Twitter. Please send copies for the FCC file.

Thanks,

G. Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Wednesday, March 14, 2018 3:38 PM  
**To:** All <All@mpbonline.org>; 'Angela Ferraez' <angela@mpbfoundation.org>; Bill Ellison <Bill.Ellison@mpbonline.org>; Debra Kassoff <debra@mpbfoundation.org>; Mark Young <mark@mpbfoundation.org>; 'lisa@mpbfoundation.org' <lisa@mpbfoundation.org>  
**Subject:** Job Vacancy

Position: Projects Officer IV, Special (Traffic Manager)  
Dept: Radio  
Closes: March 19, 2018

NOTE: This position is classified as State Service; Exempt; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,

*Gearlletha Stevens*  
Human Resources Specialist

Mississippi Public Broadcasting  
Human Resources  
3825 Ridgewood Rd.  
Jackson, MS 39211  
☎(601) 432-6202 📠(601) 432-6311  
[gearlletha.stevens@mpbonline.org](mailto:gearlletha.stevens@mpbonline.org)  
[www.mpbonline.org](http://www.mpbonline.org)



Channels:

Report date: 03/04/2020  
 Report time: 10:49:56

From: 03/14/2018 To: 03/19/2018

Flight Performance Report  
 Page: 1

Client: Mississippi Public Broadcasting -  
 3825 Ridgewood Road  
 Jackson MS 39211  
 601-432-6364

Agency: NONE

Contract Number: JOBS                      Media Type: RADIO                      Spots Contracted: 0  
 Contract Starts: 10/14/2015              Bill To: Client  
 Contract Ends: 12/31/2020              Reference: GEARLLETHA STEVENS  
 Payment Sched: Per Spot

New: \$                      0.00  
 Renew: \$                      0.00  
 Inc: \$                      0.00  
 Non-Traditional: \$                      0.00  
 Trade: \$                      0.00

Account Manager: NONE

Amount: \$                      0.00

FLIGHT DESCRIPTION	DATES	TIMES	DAYS	DAY	WEEK	TOTAL	RATE	CHANNEL
Time Attachment	03/15/2018	06:00:00	---TFSS	2	8	8	0.00	ThinkRadio
TRAFFIC MANAGER/6-22/S,TH,F,S/2X WK/ 3/15 - 19/18	03/19/2018	21:59:59						

Audio Device	Clip ID	Type	Title Sub-Title	Length	Available From / To
CART	UNDJOBS	AJ	TRAFFIC MANAGER/6-22/S,TH,F,S/2X WK/ 3/15 - 19/18	00:00:15	Thu 03/15/2018
				00:00:15	Mon 03/19/2018

Fri 03/16/2018 at 06:41:30 ThinkRadio  
 Fri 03/16/2018 at 13:31:59 ThinkRadio  
 Fri 03/16/2018 at 14:38:56 ThinkRadio  
 Sat 03/17/2018 at 11:39:00 ThinkRadio  
 Sat 03/17/2018 at 13:44:21 ThinkRadio  
 Sun 03/18/2018 at 09:57:57 ThinkRadio  
 Sun 03/18/2018 at 13:38:21 ThinkRadio  
 Mon 03/19/2018 at 07:31:00 ThinkRadio

This item appeared 8 times between 03/14/2018 and 03/19/2018.

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Wednesday, March 14, 2018 3:40 PM  
**To:** Joyce Jerrolds; Liz Gill  
**Cc:** Kevin Farrell  
**Subject:** FW: Job Vacancy  
**Attachments:** PIN 0032- Projects Officer IV, Sp (Radio).pdf; 0032- TrafficManager(SPOIV).xls; 0032- TrafficManager(SPOIV).docx

Good afternoon,

Attached are the forms for announcing this job on the radio. It closes March 19<sup>th</sup>.

*Thanks*

*G. Stevens*

---

**From:** Gearlletha Stevens  
**Sent:** Wednesday, March 14, 2018 3:38 PM  
**To:** All <All@mpbonline.org>; 'Angela Ferraez' <angela@mpbfoundation.org>; Bill Ellison <Bill.Ellison@mpbonline.org>; Debra Kassoﬀ <debra@mpbfoundation.org>; Mark Young <mark@mpbfoundation.org>; 'lisa@mpbfoundation.org' <lisa@mpbfoundation.org>  
**Subject:** Job Vacancy

Position: Projects Officer IV, Special (Traffic Manager)  
Dept: Radio  
Closes: March 19, 2018

NOTE: This position is classified as State Service; Exempt; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,

*Gearlletha Stevens*

Human Resources Specialist

Mississippi Public Broadcasting  
Human Resources  
3825 Ridgewood Rd.  
Jackson, MS 39211  
☎ (601) 432-6202 📠 (601) 432-6311  
[gearlletha.stevens@mpbonline.org](mailto:gearlletha.stevens@mpbonline.org)  
[www.mpbonline.org](http://www.mpbonline.org)



## MPB Radio Production Order

<b>Lookup Code:</b>		<b>Client Type:</b>	
<b>Account Manager:</b>	Gearlletha Stevens	<b>Booking Date:</b>	
<b>Start Date:</b>	3/15/2018	<b>End Date:</b>	3/19/2018
<b>Spot Title:</b> Traffic Manager (Projects Officer IV, Sp)			

Length		Voice		Music	
:15	:30	M	F	Y	N

### Copy (:15)

12 pt. Font / Times New Roman only


### Copy (:30)

12 pt. Font / Times New Roman only


Approved by Ryanne Duffie Saucier



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# Job Openings



**Job Title:** Projects Officer IV, Special  
**Closing Date/Time:** Tue. 03/20/18 11:59 PM Central Time  
**Salary:** \$36,176.62 / Year  
**Job Type:** Full-Time  
**Location:** 25 - HINDS COUNTY, Mississippi  
**Shift Schedule:** Day Shift Only  
**Travel Schedule:** Some Day Only  
**Time Limited Position:** No

**Agency Information:** This position, Projects Officer IV, Special, will serve as a Traffic Manager for Radio at the Mississippi Public Broadcasting (MPB). The incumbent in this position will create daily traffic logs for Radio Underwriting; serve as an Administrative Assistant for the Radio and News Department; coordinate volunteers, compile reports, and answer incoming calls for the Radio Reading Service of Mississippi. This position is classified as State Service, Exempt. EOE M-F.

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Characteristics of Work	Benefits	Supplemental Questions
<p>This is professional work in directing major research and project activities in a state agency with an extremely varied and complex program. Incumbents are responsible for planning, organizing, and coordinating project activities of the agency and directing specific aspects of the overall work program. Duties also include participation in policy formulation of the agency and responsibility for ensuring that this policy is adhered to in the agency's programs, projects, and other activities. Work is performed in accordance with advanced modern economic principles and techniques. Incumbents may supervise subordinates. Incumbents work under the administrative direction of the agency head, and work is reviewed through conferences, personal inspection, written reports, and results obtained.</p>		
<p><b>Examples of Work:</b></p> <p><b>Examples of work performed in this classification include, but are not limited to, the following:</b>                      Directs, monitors, and supervises projects, including planning, scheduling, budgeting, analyzing, reporting, controlling, and evaluating functions associated with projects.                      Originates, prepares, monitors, and presents proposals for special projects; and prepares, negotiates, and administers contracts, subsidies, loans, grants, and interagency agreements associated with such projects.                      Reviews completed work for soundness of professional judgment, evaluates the accomplishments, publishes the results, and assures timely and adequate completion of projects and activities.                      Ensures the preparation, submission, and proper execution of budgets for carrying out the assigned mission of the agency.                      Determines and recommends the special projects organization and staffing plan to the director.                      Exercises administrative control over special projects staff, assures their proper training, evaluates performance, and recommends promotions and terminations.                      Counsels regularly with the director and other members of the senior management staff in the promulgation and implementation of policies and procedures.                      Acts as a liaison and represents the agency before development, business, industrial, and civic groups and state, local, and federal agencies.                      Performs related or similar duties as required or assigned</p>		
<p><b>Minimum Qualifications:</b></p> <p>These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.</p> <p><b>EXPERIENCE/EDUCATIONAL REQUIREMENTS:</b></p> <p><b>Education:</b></p>		

A Master's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency;

**AND**

**Experience:**

Four (4) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

**OR**

**Education:**

A Bachelor's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency;

**AND**

**Experience:**

Five (5) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

**OR**

**Education:**

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

**AND**

**Experience:**

Nine (9) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

**Substitution Statement:**

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the three (3) years of line or functional supervision.

**Essential Functions:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Develops, administers, and monitors the operation of program/project activities in a state agency.
2. Prepares and administers proposals, contracts, grants, and/or agreements related to specific programs/projects of the agency.
3. Provides assistance and information to agency personnel, public and private agencies, and/or the general public.



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Gearletha Stevens

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Requisition Detail

Traffic Manager (29124) Approved

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Requisition Information Approvals History

Requisition Information

Requisition Number 29124	Division N/A	Positions PROJECTS OFFICER IV,SPECI...
Department 0247 - EDUCATIONAL TELEVISION AUTHORITY	Class Title PROJECTS OFFICER IV,SPECIA...	
Working Title Traffic Manager	Job Type Full-Time	
Vacancies 1	Desired Start Date 03/14/2018	
List Type Regular	Hiring Manager Gearletha Stevens	
Owner Gearletha Stevens	HR Analyst N/A	
Requisition End Date (mm/dd/yyyy) 3/19/2018	Special Qualifications N/A	
County/Counties Associated with Position HINDS	Shift Schedule Day Shift Only	
Travel Schedule Some day only	Time Limited Position No	
Comments MPB is seeking a Traffic Manager for Radio. The incumbent creates daily traffic logs for Radio underwriting. Candidate will serve as Administrative Assistant for Radio and News departments. Incumbent will be responsible for coordinating volunteers, compiling reports and answering incoming calls for Radio Reading Service of Mississippi. This position is classified as State Service, Exempt. EOE M-F		
Authorization Comments N/A		

Attachments

Referred List Report

Requisition Information

Requisition Number 29124	Division N/A	Positions PROJECTS OFFICER IV,SPECIAL (0247-000032-000001199)
Department 0247 - EDUCATIONAL TELEVISION AUTHORITY	Class Title PROJECTS OFFICER IV,SPECIAL (1199)	
Working Title Traffic Manager	Job Type Full-Time	
Vacancies 1	Desired Start Date 03/14/2018	
List Type Regular	Hiring Manager Gearlletha Stevens	
Owner Gearlletha Stevens	HR Analyst CLPH 0146	
Requisition End Date (mm/dd/yyyy) 3/19/2018	Special Qualifications N/A	
County/Counties Associated with Position HINDS	Shift Schedule Day Shift Only	
Travel Schedule Some day only	Time Limited Position No	
<p>Comments</p> <p>MPB is seeking a Traffic Manager for Radio. The incumbent creates daily traffic logs for Radio underwriting. Candidate will serve as Administrative Assistant for Radio and News departments. Incumbent will be responsible for coordinating volunteers, compiling reports and answering incoming calls for Radio Reading Service of Mississippi. This position is classified as State Service, Exempt. EOE M-F</p> <p>Authorization Comments N/A</p>		

Notes

**CLPH 0146**

03/26/2018

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### Traffic Manager

Mississippi Public Broadcasting 8 reviews -

MPB is seeking a Traffic Manager for Radio. The incumbent creates daily traffic logs for Radio underwriting. Candidate will serve as Administrative Assistant for Radio and News departments. Incumbent will be responsible for coordinating volunteers, compiling reports and answering incoming calls for Radio Reading Service of Mississippi. This position is classified as State Service, Exempt. EOE M-F

Job Type: Full-time

Salary: \$38,000.00 /year

Required experience:

- coordinating volunteers: 1 year
- Reporting: 1 year
- Administrative Support: 1 year
- MAGIC: 1 year

Indeed - 40 minutes ago

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- Traffic Manager salaries in Jackson, MS

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Mississippi Public Broadcasting 8 reviews

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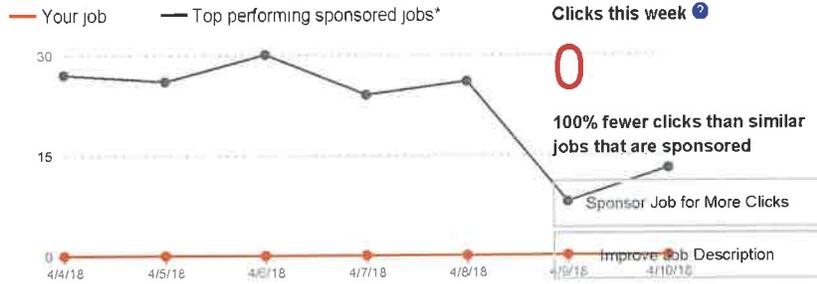
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## Traffic Manager

Mississippi Public Broadcasting – Jackson, MS

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### Candidates

56 Awaiting Review	56 Total (excluding rejected)	0 Rejected
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### Job Description

MPB is seeking a Traffic Manager for Radio. The incumbent creates daily traffic logs for Radio underwriting. Candidate will serve as Administrative Assistant for Radio and News departments. Incumbent will be responsible for coordinating volunteers, compiling reports and answering incoming calls for Radio Reading Service of Mississippi. This position is classified as State Service, Exempt. EOE M-F

Job Type: Full-time

Salary: \$38,000.00 /year

### Application Questions

You have requested that Indeed ask candidates the following questions:

- How many years of Administrative Support experience do you have?
- How many years of coordinating volunteers experience do you have?
- How many years of MAGIC experience do you have?
- How many years of Reporting experience do you have?

# JOB VACANCY

MISSISSIPPI AUTHORITY FOR EDUCATIONAL TELEVISION  
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**TITLE OF POSITION:** Administrative Assistant V

**DEPARTMENT:** Education

**ANNUAL ENTRY SALARY:** \$27,747.26

**JOB DUTIES INCLUDE:**

The Administrative Assistant V will work with the Director of Education and Communication to perform a variety of administrative duties in developing and carrying out departmental programs. The successful candidate will demonstrate the ability to multitask, provide support across all Education and Communications divisions, maintain organization of departmental files and records, manage budgets and utilize the statewide MAGIC system. This position is classified as State Service, Exempt. EOE M-F

**KEY FUNCTIONS:**

- Provide support to the Director of Education and Communications, as well as technical assistance to other staff and assistance in the day-to-day operations of assigned projects, grants and programs within the Education and Communications departments
- Assist directors with general and complex clerical/administrative duties relative to Communications and the Education Services division
- Provide assistance and serve as lead with most record-keeping, typing of correspondence, creating and maintaining filing systems, verification of staff travel expenses, meeting planning, telephone inquiries, employee leave and time records, and other duties as required by the Director of Education and Communications
- Assist in planning and coordinating trainings, workshops, events, and meetings
- Process all departmental contracts, purchase orders, and shopping carts using the statewide MAGIC system
- Maintain records of departmental budgets, expenses, and special funds, including grants
- Help prepare for, set up and work during meetings and events as needed

**MINIMUM REQUIREMENTS:**

A Master's Degree from an accredited four-year college or university; AND Two (2) years of experience in work related to the described duties.

(OR)

A Bachelor's Degree from an accredited four-year college or university; AND Three (3) years of experience in work related to the described duties.

(OR)

Graduation from a four-year high school or equivalent (GED or High School Equivalency Diploma); AND Seven (7) years of experience in work related to the described duties.

**Substitution Statement:**

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma), related education, and related experience may be substituted on an equal basis.

**HOW TO APPLY:**

- See Web Site for complete description ([www.mpbonline.org](http://www.mpbonline.org))
- Applicants may go online to Mississippi State Personnel Board ([www.mspb.ms.gov](http://www.mspb.ms.gov)), Click on Job Seekers. This will take you to the "JOB OPENINGS" page. Read instructions thoroughly to apply for job opening.
- Applicants may email resumes to [careers@mpbonline.org](mailto:careers@mpbonline.org)

**Closing Date: Open Until Filled**

FOR FURTHER INFORMATION, CONTACT:  
MISSISSIPPI AUTHORITY FOR EDUCATIONAL TELEVISION  
3825 RIDGEWOOD ROAD, JACKSON, MISSISSIPPI 39211

**FCC – EEO RULES – RECORD KEEPING**  
**Beginning January 23, 2018**

**VACANCIES**

**JOB TITLE:** Administrative Assistant V (PIN 0019)

**DATE FILLED:** 06/01/2018

**RECRUITMENT SOURCES:**

No	Source	Contact	E-Mail/Website	Address	Phone
1	Agency Job Posting (Mississippi Public Broadcasting) In- house/sites	Human Resources	<a href="mailto:careers@mpbonline.org">careers@mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6565
2	Agency Website	Gearlletha Stevens	<a href="http://www.mpbonline.org">www.mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6273
3	Agency Social Media	Ellie Banks	<a href="mailto:ellie.banks@mpbonline.org">ellie.banks@mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6777
4	SimplyHired.com		<a href="http://www.simplyhired.com">www.simplyhired.com</a> <a href="http://www.indeed.com">www.indeed.com</a>	370 San Aleso Avenue, Ste. 200 Sunnyvale, CA 94085	
5	State Personnel Board	Adriane Lockett	<a href="http://www.mspb.ms.gov">www.mspb.ms.gov</a>	301 North Lamar Str. Jackson, MS 39201	601-359-1406

**COPIES OF JOB ANNOUNCEMENT** (newspaper, email, web, etc.)

**NUMBER OF APPLICANTS INTERVIEWED:** 5

**RECRUITMENT SOURCE**

MPB Posting (2)

State Personnel Board (2)

Other Resources (Indeed) (1)

**RECRUITMENT SOURCE OF HIREE:** MSPB/MPB Posting



Mississippi Public Broadcasting

**Position:** Administrative Assistant V

**PIN:** # 0019

**NOTE:**

Previously advertised November 16, 2017 until Dec 31, 2017.

Re-advertised because of selected candidate was unavailable inadequate pool of candidates.

Recently advertised until April 4, 2018 because of inadequate pool of candidates, in addition to job description modification.

*Human Resource Department*

*Gearlletha Stevens*

*Personnel Officer*





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APR 02

# ADMINISTRATIVE ASSISTANT V

Last Updated by [Gearlletha Stevens](#) on Apr 02, 2018 at 9:04 am



TITLE OF POSITION: [Administrative Assistant V](#)

DEPARTMENT: Education

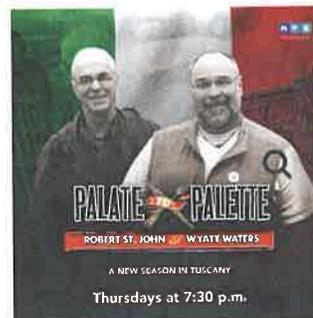
ANNUAL ENTRY SALARY: \$27,747.26

### JOB DUTIES INCLUDE:

The Administrative Assistant V will work with the Director of Education and Communication to perform a variety of administrative duties in developing and carrying out departmental programs. The successful candidate will demonstrate the ability to multitask, provide support across all Education and Communications divisions, maintain organization of departmental files and records, manage budgets and utilize the statewide MAGIC system. This position is classified as State Service, Exempt. EOE M-F

### KEY FUNCTIONS:

- Provide support to the Director of Education and Communications, as well



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APR 02

# ADMINISTRATIVE ASSISTANT V

Last updated by Geannina Stevens on Apr 02, 2018 at 9:04 a.m.

TITLE OF POSITION: Administrative Assistant V

DEPARTMENT: Education

ANNUAL ENTRY SALARY: \$27,747.26

### JOB DUTIES INCLUDE:

The Administrative Assistant V will work with the Director of Education and Communication to perform a variety of administrative duties in developing and carrying out departmental programs. The successful candidate will demonstrate the ability to multitask, provide support across all Education and Communications divisions, maintain organization of departmental files and records, manage budgets and utilize the statewide MAGIC system. This position is classified as State Service, Exempt. EOE M-F

### KEY FUNCTIONS:

- Provide support to the Director of Education and Communications, as well



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MINIMUM REQUIREMENTS:

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A Master's Degree from an accredited four-year college or university; AND Two (2) years of experience in work related to the described duties.

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(OR)

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MORE

A Bachelor's Degree from an accredited four-year college or university; AND Three (3) years of experience in work related to the described duties.

(OR)

Graduation from a four-year high school or equivalent (GED or High School Equivalency Diploma); AND

Seven (7) years of experience in work related to the described duties.



Substitution Statement:

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma), related education, and related experience may be substituted on an equal basis.

HOW TO APPLY:

- Applicants may email resumes to [careers@mpbonline.org](mailto:careers@mpbonline.org)

Closing Date: April 4, 2018

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MINIMUM REQUIREMENTS:

A Master's Degree from an accredited four-year college or university; AND Two (2) years of experience in work related to the described duties.

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(OR)

EDUCATION

MORE

A Bachelor's Degree from an accredited four-year college or university; AND Three (3) years of experience in work related to the described duties.

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Closing Date: April 4, 2018

BACK TO

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Monday, April 02, 2018 9:10 AM  
**To:** All  
**Subject:** Job Vacancy  
**Attachments:** PIN 0019 Admin Assist(Education)2.pdf

Position: Administrative Assistant V  
Dept: Communication and Education Services  
Closes: April 4, 2018

NOTE: This position is classified as State Service; Exempt; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Sincerely,  
*G. Stevens*

Personnel Officer

Mississippi Public Broadcasting  
Human Resources  
3825 Ridgewood Rd.  
Jackson, MS 39211  
☎ (601) 432-6202 📠 (601) 432-6311  
[gearlletha.stevens@mpbonline.org](mailto:gearlletha.stevens@mpbonline.org)  
[www.mpbonline.org](http://www.mpbonline.org)



## Gearlletha Stevens

---

**From:** Ellie Banks  
**Sent:** Monday, April 02, 2018 9:29 AM  
**To:** Gearlletha Stevens  
**Subject:** Re: Job Vacancy  
**Attachments:** Screen Shot 2018-04-02 at 9.20.02 AM.png; Screen Shot 2018-04-02 at 9.28.34 AM.png

Here you go!



Mississippi Public Broadcasting

Ellie Banks | Digital Media Strategist  
3825 Ridgewood Road | Jackson, MS 39211

✉ [Ellie.Banks@MPBOnline.org](mailto:Ellie.Banks@MPBOnline.org)

🌐 [www.mpbonline.org](http://www.mpbonline.org)

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**From:** Gearlletha Stevens <[Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org)>

**Date:** Monday, April 2, 2018 at 9:11 AM

**To:** Ellie Banks <[ellie.banks@mpbonline.org](mailto:ellie.banks@mpbonline.org)>

**Subject:** FW: Job Vacancy

Please post the job vacancy on FB and Twitter. Please send copies for the FCC file.

Thanks,  
G. Stevens

**From:** Gearlletha Stevens  
**Sent:** Monday, April 02, 2018 9:10 AM  
**To:** All <[All@mpbonline.org](mailto:All@mpbonline.org)>  
**Subject:** Job Vacancy

Position: Administrative Assistant V  
Dept: Communication and Education Services  
Closes: April 4, 2018

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Sincerely,  
C. Stevens

Personnel Officer

Mississippi Public Broadcasting  
Human Resources  
3825 Ridgewood Rd.  
Jackson, MS 39211  
☎(601) 432-6202 📠(601) 432-6311  
[gearlletha.stevens@mpbonline.org](mailto:gearlletha.stevens@mpbonline.org)  
[www.mpbonline.org](http://www.mpbonline.org)



Mississippi Public Broadcasting



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**MPB Is Hiring: Administrative Assistant V,**  
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9:19 AM - 2 Apr 2018



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Mississippi Public Broadcasting

April 2, 2018 at 1:38pm ·

The Administrative Assistant V will work with the Director of Education and Communication to perform a variety of administrative duties in developing and carrying out departmental programs.



## MPB IS HIRING: ADMINISTRATIVE ASSISTANT V

The Administrative Assistant V will work with the Director of Education and Communication to perform a variety of administrative duties in developing and carrying out departmental programs. The successful candidate will...

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## Gearlletha Stevens

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G. Stevens

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Sincerely,  
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**Job Title:** Admin Assistant V  
**Closing Date/Time:** Wed 04/04/18 11 59 PM Central Time  
**Salary:** \$27,747.26 / Year  
**Job Type:** Full-Time  
**Location:** 25 - HINDS COUNTY, Mississippi  
**Shift Schedule:** Day Shift Only  
**Travel Schedule:** None  
**Time Limited Position:** No

**Agency Information:** The Administrative Assistant V incumbent will work with the Director of Education and Communications to perform a variety of administrative duties in developing and carrying out departmental programs. Duties include, but are not limited to: provide support to the Director of Education and Communications, as well as technical assistance to other staff and assistance in the day-to-day operations of assigned projects, grants and programs within the Education and Communications departments; assist directors with general and complex clerical/administrative duties relative to Communications and the Education Services division; provide assistance and serve as lead with most record-keeping, typing of correspondence, creating and maintaining filing systems, verification of staff travel expenses, meeting planning, telephone inquiries, employee leave and time records, and other duties as required by the Director of Education and Communications, assist in planning and coordinating trainings, workshops, events, and meetings; process all departmental contracts, purchase orders, and shopping carts using the statewide Mississippi Accountability System for Government Information and Collaboration (MAGIC); maintain records of departmental budgets, expenses, and special funds; including grants, help prepare for, set up and work during meetings and events as needed. Applicants may apply online through the Mississippi State Personnel Board website or mail State of Mississippi Applications to: Educational Television Authority, Attn: Human Resources, 3825 Ridgewood Rd, Jackson, MS 39211

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Characteristics of Work	Benefits	Supplemental Questions
<p>This is administrative work assisting in formulating and directing the activities of an institution, department, or agency. Incumbents perform a variety of important administrative duties in developing and carrying out departmental programs. The work includes responsibility for analyzing administrative problems, and requires the exercise of a high degree of independent judgment in the establishment, interpretation, application, and enforcement of statutes, rules, regulations, and policies, usually on behalf of an administrative superior. Incumbents work under the general supervision of the head of an institution, department, or agency. The work is subject to general review through conferences, personal inspection, and written reports for conformity with established policies, rules, and regulations.</p>		
<p><b>Examples of Work:</b></p> <p>Examples of work performed in this classification include, but are not limited to, the following</p> <ul style="list-style-type: none"> <li>Drafts and/or types correspondence</li> <li>Receives and distributes mail</li> <li>Receives incoming telephone calls</li> <li>Retrieves and updates information</li> <li>Maintains calendar of events and personal agendas</li> </ul>		

2. Assists in the management and organization of special projects/programs, which includes serving as a liaison to agency personnel, to other public and private agencies, and/or to the general public.
3. Assists and coordinates the activities of office staff
4. Performs administrative tasks including preparing reports, maintaining general accounts, and processing other departmental paperwork

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## Administrative Assistant

Mississippi Public Broadcasting – Jackson, MS

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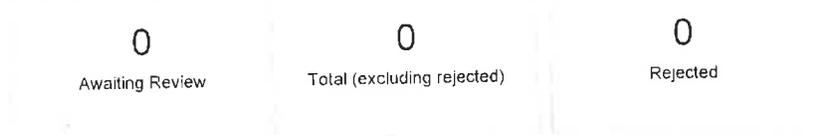
Candidates: 0

Status: Open – [pause](#)

Created: Apr 2

*This job will be visible on Indeed shortly.*

### Candidates



### Job Description

#### Job Description:

The Administrative Assistant V will work with the Director of Education and Communication to perform a variety of administrative duties in developing and carrying out departmental programs. The successful candidate will demonstrate the ability to multitask, provide support across all Education and Communications divisions, maintain organization of departmental files and records, manage budgets and utilize the statewide MAGIC system. This position is classified as State Service, Exempt. EOE M-F

#### KEY FUNCTIONS:

- Provide support to the Director of Education and Communications, as well as technical assistance to other staff and assistance in the day-to-day operations of assigned projects, grants and programs within the Education and Communications departments
- Assist directors with general and complex clerical/administrative duties relative to Communications and the Education Services division
- Provide assistance and serve as lead with most record-keeping, typing of correspondence, creating and maintaining filing systems, verification of staff travel expenses, meeting planning, telephone inquiries, employee leave and time records, and other duties as required by the Director of Education and Communications
- Assist in planning and coordinating trainings, workshops, events, and meetings
- Process all departmental contracts, purchase orders, and shopping carts using the statewide MAGIC system

- Maintain records of departmental budgets, expenses, and special funds, including grants
- Help prepare for, set up and work during meetings and events as needed

Job Type: Full-time

Salary: \$27,747.26 /hour

#### Application Questions

---

You have requested that Indeed ask candidates the following questions:

- How many years of Administrative Assistant experience do you have?
- How many years of Budget Management experience do you have?
- How many years of Clerical experience do you have?
- How many years of planning experience do you have?
- How many years of Purchasing experience do you have?
- How many years of Record Keeping experience do you have?

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## Administrative Assistant

Mississippi Public Broadcasting – Jackson, MS

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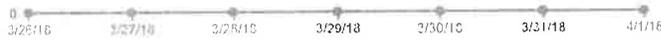
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Total (excluding rejected)

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Job Description

### JOB DUTIES INCLUDE:

The Administrative Assistant V will work with the Director of Education and Communication to perform a variety of administrative duties in developing and carrying out departmental programs. The successful candidate will demonstrate the ability to multitask, provide support across all Education and Communications divisions, maintain organization of departmental files and records, manage budgets and utilize the statewide MAGIC system. This position is classified as State Service, Exempt. EOE M-F

### KEY FUNCTIONS:

- Provide support to the Director of Education and Communications, as well as technical assistance to other staff and assistance in the day-to-day operations of assigned projects, grants and programs within the Education and Communications departments
- Assist directors with general and complex clerical/administrative duties relative to Communications and the Education Services division
- Provide assistance and serve as lead with most record-keeping, typing of correspondence, creating and maintaining filing systems, verification of staff travel expenses, meeting planning, telephone inquiries, employee leave and time records, and other duties as required by the Director of Education and Communications
- Assist in planning and coordinating trainings, workshops, events, and meetings
- Process all departmental contracts, purchase orders, and shopping carts using the statewide MAGIC system
- Maintain records of departmental budgets, expenses, and special funds, including grants

- Help prepare for, set up and work during meetings and events as needed

**MINIMUM REQUIREMENTS:**

A Master's Degree from an accredited four-year college or university; AND Two (2) years of experience in work related to the described duties.

(OR)

A Bachelor's Degree from an accredited four-year college or university; AND Three (3) years of experience in work related to the described duties.

(OR)

Graduation from a four-year high school or equivalent (GED or High School Equivalency Diploma); AND

Seven (7) years of experience in work related to the described duties.

**Substitution Statement:**

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma), related education, and related experience may be substituted on an equal basis.

**HOW TO APPLY:**

- See Web Site for complete description ([www.mpbonline.org](http://www.mpbonline.org))
- Applicants may go online to Mississippi State Personnel Board ([www.mspb.ms.gov](http://www.mspb.ms.gov)), Click on Job Seekers. This will take you to the "JOB OPENINGS" page. Read instructions thoroughly to apply for job opening.

Job Type: Full-time

Salary: \$27,747.26 /year

**Application Questions**

---

You have requested that Indeed ask candidates the following questions:

- How many years of Administrative Assistant experience do you have?
- How many years of Budget Management experience do you have?
- How many years of Clerical experience do you have?
- How many years of planning experience do you have?
- How many years of Purchasing experience do you have?
- How many years of Record Keeping experience do you have?
- How many years of to described duties experience do you have?

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# Job Openings



**Job Title:** Admin Assistant V  
**Closing Date/Time:** Fri. 12/08/17 11:59 PM Central Time  
**Salary:** \$27,747.26 / Year  
**Job Type:** Full-Time  
**Location:** 25 - HINDS COUNTY, Mississippi  
**Shift Schedule:** Day Shift Only  
**Travel Schedule:** None  
**Time Limited Position:** No  
**Agency Information:** The duties of this position include, but are not limited to: providing support to the Director of Education, as well as technical assistance to other staff and assistance in the day-to-day operations of assigned projects, grants, and programs within the Education department; assisting directors with general and complex clerical/administrative duties relative to the Education Services division; providing assistance and serving as lead with most record-keeping, typing of correspondence, creating and maintaining filing systems, verification of staff travel expenses, meeting planning, telephone inquiries, employee leave and time records, and other duties as required by the Director of Education; assisting in planning and coordinating trainings, workshops, events, and meetings; processing all departmental contracts, purchase orders, and shopping carts using Mississippi's Accountability System for Government Information and Collaboration (MAGIC); and maintaining records of departmental budgets, expenses, and special funds, including grants. Applicant(s) may apply online through the Mississippi State Personnel Board website or mail the State of Mississippi Application to: MS Department of Authority for Educational Television, Attn: Human Resources, 3825 Ridgewood Road, Jackson MS 39211.

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Characteristics of Work	Benefits	Supplemental Questions
<p>This is administrative work assisting in formulating and directing the activities of an institution, department, or agency. Incumbents perform a variety of important administrative duties in developing and carrying out departmental programs. The work includes responsibility for analyzing administrative problems, and requires the exercise of a high degree of independent judgment in the establishment, interpretation, application, and enforcement of statutes, rules, regulations, and policies, usually on behalf of an administrative superior. Incumbents work under the general supervision of the head of an institution, department, or agency. The work is subject to general review through conferences, personal inspection, and written reports for conformity with established policies, rules, and regulations.</p>		
<p><b>Examples of Work:</b></p> <p>Examples of work performed in this classification include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>Drafts and/or types correspondence.</li> <li>Receives and distributes mail.</li> <li>Receives incoming telephone calls.</li> <li>Retrieves and updates information.</li> <li>Maintains calendar of events and personal agendas.</li> <li>Uses basic office equipment including a copy machine, computer, typewriter, fax machine and calculator in performing office supporting functions.</li> <li>Maintains department files and records.</li> </ul>		

- Reads and interprets related policies, regulations, statutes, and general project/program information.
- Organizes and schedules meetings.
- Coordinates project/program activities.
- Prepares and disseminates written and verbal information on projects/programs.
- Reviews and assesses program status.
- Serves liaison to department personnel, other public and private agencies and/or the general public.
- Researches and collects requested information.
- Exercises judgement in solving routine problems.
- Coordinates activities of staff based on project/program needs.
- Assigns work to staff.
- Reviews the work of staff for quality and accuracy.
- May serve on behalf of the administrative superior in his/her absence.
- Prepares and/or generates reports.
- Processes requests and requisitions.
- Completes various forms related to office activities.
- Prepares and maintains financial documents.
- Performs related or similar duties as required or assigned.

**Minimum Qualifications:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Education:**

A Master's Degree from an accredited four-year college or university;

**AND**

**Experience:**

Two (2) years of experience in work related to the described duties.

**OR**

**Education:**

A Bachelor's Degree from an accredited four-year college or university;

**AND**

**Experience:**

Three (3) years of experience in work related to the described duties.

**OR**

**Education:**

Graduation from a four-year high school or equivalent (GED);

**AND**

**Experience:**

Seven (7) years of experience in work related to the described duties.

**Substitution Statement:**

Graduation from a standard four-year high school or equivalent (GED), related education, and related experience may be substituted on an equal basis.

**Essential Functions:**

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Assists administrative superior by performing and overseeing a variety of clerical functions.
2. Assists in the management and organization of special projects/programs, which includes serving as a liaison to agency personnel, to other public and private agencies, and/or to the general public.
3. Assists and coordinates the activities of office staff.

4. Performs administrative tasks including preparing reports, maintaining general accounts, and processing other departmental paperwork.

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# JOB VACANCY

MISSISSIPPI AUTHORITY FOR EDUCATIONAL TELEVISION  
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**TITLE OF POSITION:** Administrative Assistant V

**DEPARTMENT:** Education

**ANNUAL ENTRY SALARY:** \$27,747.26

## **JOB DUTIES INCLUDE:**

The Administrative Assistant V will work with the Director of Education to perform a variety of administrative duties in developing and carrying out departmental programs. The successful candidate will demonstrate the ability to multitask, provide support across all Education divisions, maintain organization of departmental files and records, and utilize the statewide MAGIC system.

This position is classified as State Service, Exempt. EOE M-F

## **KEY FUNCTIONS:**

- Provide support to the Director of Education, as well as technical assistance to other staff and assistance in the day-to-day operations of assigned projects, grants, and programs within the Education department
- Assist directors with general and complex clerical/administrative duties relative to the Education Services division
- Provide assistance and serve as lead with most record-keeping, typing of correspondence, creating and maintaining filing systems, verification of staff travel expenses, meeting planning, telephone inquiries, employee leave and time records, and other duties as required by the Director of Education
- Assist in planning and coordinating trainings, workshops, events, and meetings
- Process all departmental contracts, purchase orders, and shopping carts using the statewide MAGIC system
- Maintain records of departmental budgets, expenses, and special funds, including grants

## **MINIMUM REQUIREMENTS:**

A Master's Degree from an accredited four-year college or university; AND Two (2) years of experience in work related to the described duties.

(OR)

A Bachelor's Degree from an accredited four-year college or university; AND Three (3) years of experience in work related to the described duties.

(OR)

Graduation from a four-year high school or equivalent (GED or High School Equivalency Diploma); AND Seven (7) years of experience in work related to the described duties.

## **Substitution Statement:**

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma), related education, and related experience may be substituted on an equal basis.

## **HOW TO APPLY:**

- See Web Site for complete description ([www.mpbonline.org](http://www.mpbonline.org))
- Applicants may go online to Mississippi State Personnel Board ([www.mspb.ms.gov](http://www.mspb.ms.gov)), Click on Job Seekers. This will take you to the "JOB OPENINGS" page. Read instructions thoroughly to apply for job opening.
- Applicants may email resumes to [careers@mpbonline.org](mailto:careers@mpbonline.org)

**Closing Date: Open Until Filled**

FOR FURTHER INFORMATION, CONTACT:  
MISSISSIPPI AUTHORITY FOR EDUCATIONAL TELEVISION  
3825 RIDGEWOOD ROAD, JACKSON, MISSISSIPPI 39211

November 15, 2017

Gearlletha Stevens, Personnel Officer

601-432-6202

Date

Name and Title

PHONE NUMBER

## PIN 0019 Recruitment Sources For FCC Information

No	Source	Contact	E-Mail/Website	Address	Phone
1	Agency Job Posting (Mississippi Public Broadcasting) In- house/sites	Human Resources	<a href="mailto:careers@mpbonline.org">careers@mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6565
2	Agency Website	Gearlletha Stevens	<a href="http://www.mpbonline.org">www.mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6273
3	Agency Social Media	Ellie Banks	<a href="mailto:ellie.banks@mpbonline.org">ellie.banks@mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6777
4	Agency Radio Station	Kevin Farrell	<a href="mailto:Kevin.farrell@mpbonline.org">Kevin.farrell@mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6119
5	Alcorn State University	Joey Mitchell	<a href="mailto:jmitchell@alcorn.edu">jmitchell@alcorn.edu</a>  <a href="mailto:awillis@alcorn.edu">awillis@alcorn.edu</a>	1000 ASU Dr. 540 Alcorn State, MS 39096-7500	601-877-6324
6	Antonelli College	Career Services- Carolyn Upkins	<a href="http://www.antonellicollege.edu/">www.antonellicollege.edu/</a> <a href="mailto:carolyn.upkins@antonellicollege.edu">carolyn.upkins@antonellicollege.edu</a>	2323 Lakeland Drive Flowood, MS 39232	601-362-9991 601-362-2333 fax
7	Belhaven College	Claire Langley	<a href="mailto:clangley@belhaven.edu">clangley@belhaven.edu</a>  <a href="mailto:rgray@belhaven.edu">rgray@belhaven.edu</a>	1500 Peachtree Str. Jackson, MS 39202- 1789	601-968-5939
8	Catholic Charities, Inc.	Laquita Johnson	<a href="mailto:Laquita.johnson@catholiccharitiesjackson.org">Laquita.johnson@catholiccharitiesjackson.org</a>		769-572-2622
9	Copiah-Lincoln Comm. College (Electronics Department)	Celeste Williamson	<a href="mailto:Celeste.williamson@colin.edu">Celeste.williamson@colin.edu</a>	P.O. Box 649 Wesson, MS 39191	601-643-8711
10	Delta State University – Career Services	Davlonie Miller	<a href="mailto:dmiller@deltastate.edu">dmiller@deltastate.edu</a>	1003 West Sunflower Road Cleveland, MS 38733	662-846-3000
11	DeVry University – Career Services	B. Lovett	<a href="mailto:kfleener@devry.edu">kfleener@devry.edu</a>	3343 Perimeter Hill Dr. Nashville, TN 37211	901-537-2560
12	Employment Security Comm.	Clint Poole	<a href="mailto:joborder@mdes.ms.gov">joborder@mdes.ms.gov</a>	5959 I-55 N. Frontage Rd., Suite C Jackson, MS 39213	601-855-3214  FAX: 601- 407-1071
13	Hinds Comm. College (HCC)	Iyanna Colley  Douglas Berry	<a href="mailto:iyanna.colley@hindsc.edu">iyanna.colley@hindsc.edu</a>  <a href="mailto:Douglas.berry@hindsc.edu">Douglas.berry@hindsc.edu</a>	P. O. Box 1100 Raymond, MS 39154- 1100	601-857-3499  601-857-3609

## PIN 0019 Recruitment Sources For FCC Information

28	Tulane Univ. Student Career Center	Carla Coury	<a href="mailto:ccoury@tulane.edu">ccoury@tulane.edu</a>	202 McAllisters Ext New Orleans, LA 70118	504-86-2274 504-865-5107
29	University of Mississippi	Jonathan Harrington	<a href="mailto:jonathan@career.olemiss.edu">jonathan@career.olemiss.edu</a>  Post jobs here:  Career.olemiss.edu/employum	303 Martindale Center P. O. Box 1848 University, MS 38677-1848	662-915-7174
30	Univ. of Southern Mississippi – Career Planning & Placement	Kathy Killam	<a href="mailto:kathleen.killam@usm.edu">kathleen.killam@usm.edu</a>	118 college Drive, Box 5014 Hattiesburg, MS 39406	601-266-4153
31	Virginia College	Milton Anderson	<a href="mailto:Milton.anderson@vc.edu">Milton.anderson@vc.edu</a>	5841 Ridgewood Rd. Jackson, MS 39206	601-977-0960 OR 601-572-3385

Individuals who requested job vacancies - FCC reporting:

- Jennifer Bailey – [calisnowkiss@gmail.com](mailto:calisnowkiss@gmail.com)
- Karen S. Sampson – [Karen.s.sampson@gmail.com](mailto:Karen.s.sampson@gmail.com)
- Astin S.— [astinjs@gmail.com](mailto:astinjs@gmail.com)
- Tremeka Pope— [tpopesped@aol.com](mailto:tpopesped@aol.com)
- Mira Walker— [mirakwalker@gmail.com](mailto:mirakwalker@gmail.com)



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## ADMINISTRATIVE ASSISTANT V

Posted by Gearilletha Stevens on Nov 15, 2017 at 4:33 pm



**TITLE OF POSITION:**  
Administrative Assistant V

**DEPARTMENT:**  
Education

**ANNUAL ENTRY SALARY:**      \$27,747.26

### JOB DUTIES INCLUDE:

The Administrative Assistant V will work with the Director of Education to perform a variety of administrative duties in developing and carrying out departmental programs. The successful candidate will demonstrate the ability to multitask, provide support across all Education divisions, maintain organization of departmental files and records, and utilize the statewide MAGIC system. This position is classified as State Service, Exempt. EOE M-F

### KEY FUNCTIONS:

- Provide support to the Director of Education, as well as technical assistance to other staff and assistance in the day-to-day operations of assigned projects,



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- Assist directors with general and complex clerical/administrative duties relative to the Education Services division

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- Provide assistance and serve as lead with most record-keeping, typing of correspondence, creating and maintaining filing systems, verification of staff travel expenses, meeting planning, telephone inquiries, employee leave and time records, and other duties as required by the Director of Education
- Assist in planning and coordinating trainings, workshops, events, and meetings
- Process all departmental contracts, purchase orders, and shopping carts using the statewide MAGIC system
- Maintain records of departmental budgets, expenses, and special funds, including grants



**MINIMUM REQUIREMENTS:**

A Master's Degree from an accredited four-year college or university; AND Two (2) years of experience in work related to the described duties.

(OR)



A Bachelor's Degree from an accredited four-year college or university; AND Three (3) years of experience in work related to the described duties.

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(OR)

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Graduation from a four-year high school or equivalent (GED or High School Equivalency Diploma); AND

Seven (7) years of experience in work related to the described duties.



**Substitution Statement:**

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma), related education, and related experience may be substituted on an equal basis.

**HOW TO APPLY:**

- See Web Site for complete description ([www.mpbonline.org](http://www.mpbonline.org))
- Applicants may go online to Mississippi State Personnel Board ([www.mspb.ms.gov](http://www.mspb.ms.gov)), Click on Job Seekers. This will take you to the "JOB OPENINGS" page. Read instructions thoroughly to apply for job opening.
- Applicants may email resumes to [careers@mpbonline.org](mailto:careers@mpbonline.org)

**Closing Date: Open Until Filled**



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## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Thursday, November 16, 2017 3:11 PM  
**To:** All  
**Subject:** Job Vacancy  
**Attachments:** PIN 0019 Admin Assist (Education).pdf

**Position:** Administrative Assistant V  
**Dept:** Education Services  
**Closes:** Open Until Filled

NOTE: This position is classified as State Service; Exempt; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,  
*G. Stevens*



Gearlletha Stevens | Personnel Officer  
825 Ridgewood Road | Jackson, MS 39211  
e [Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org) | w [www.mpbonline.org](http://www.mpbonline.org)  
p 📞 601.432.6202 | f 📠 601.432.6311

**MSPublicBroadcasting**  @MPBOnline · 13s

MPB Is Hiring An Administrative Assistant V: [buff.ly/2ANbA8o](https://buff.ly/2ANbA8o)





## Mississippi Public Broadcasting

Published by Ellie Banks [?] · 8 mins · 🌐

### MPB Is Hiring Two Positions:

Mississippi Public Broadcasting is seeking a Senior Producer/Production Manager to oversee studio and live remote production as well as production equipment purchases and maintenance.

Mississippi Public Broadcasting is seeking an Administrative Assistant V who will work with the Director of Education to perform a variety of administrative duties in developing and carrying out departmental programs.



anager

MPB Is Hiring An Administrative Assistant V

27 people reached

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## Gearlletha Stevens

---

**From:** Ellie Banks  
**ent:** Friday, November 17, 2017 8:37 AM  
**To:** Gearlletha Stevens  
**Subject:** Re: Job Vacancy  
**Attachments:** image001.jpg; image002.png; Screen Shot 2017-11-17 at 8.36.42 AM.png; Screen Shot 2017-11-16 at 3.50.08 PM.png

Here you go!



Mississippi Public Broadcasting

Ellie Banks | Digital Media Strategist  
3825 Ridgewood Road | Jackson, MS 39211  
e [Ellie.Banks@MPBOnline.org](mailto:Ellie.Banks@MPBOnline.org)

w [www.mpbonline.org](http://www.mpbonline.org)

Mississippi is our Mission.

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---

**From:** Gearlletha Stevens <[Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org)>  
**Date:** Thursday, November 16, 2017 at 3:12 PM  
**To:** Ellie Banks <[ellie.banks@mpbonline.org](mailto:ellie.banks@mpbonline.org)>  
**Subject:** FW: Job Vacancy

Please post the job vacancy on FB and Twitter. Please send copies for the FCC file.

Thanks,  
G. Stevens

**From:** Gearlletha Stevens  
**Sent:** Thursday, November 16, 2017 3:11 PM  
**To:** All <[All@mpbonline.org](mailto:All@mpbonline.org)>  
**Subject:** Job Vacancy

Position: Administrative Assistant V  
Dept: Education Services  
Closes: Open Until Filled

NOTE: This position is classified as State Service; Exempt; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,  
*G. Stevens*



Gearlletha Stevens | Personnel Officer  
3825 Ridgewood Road | Jackson, MS 39211  
e [Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org) | w [www.mpbonline.org](http://www.mpbonline.org)  
p 📞 601.432.6202 | f 📠 601.432.6311

## Gearlletha Stevens

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**From:** Gearlletha Stevens  
**Sent:** Thursday, November 16, 2017 3:12 PM  
**To:** Ellie Banks  
**Subject:** FW: Job Vacancy  
**Attachments:** PIN 0019 Admin Assist (Education).pdf

Please post the job vacancy on FB and Twitter. Please send copies for the FCC file.

Thanks,  
G. Stevens

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**Sent:** Thursday, November 16, 2017 3:11 PM  
**To:** All <All@mpbonline.org>  
**Subject:** Job Vacancy

**Position:** Administrative Assistant V  
**Dept:** Education Services  
**Closes:** Open Until Filled

NOTE: This position is classified as State Service; Exempt; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,  
*G. Stevens*



Gearlletha Stevens | Personnel Officer  
3825 Ridgewood Road | Jackson, MS 39211  
e [Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org) | w [www.mpbonline.org](http://www.mpbonline.org)  
p 📞 601.432.6202 | f 📠 601.432.6311

## Gearlletha Stevens

---

**From:** Liz Gill  
**Sent:** Thursday, November 16, 2017 4:42 PM  
**To:** Gearlletha Stevens; Kevin Farrell  
**-C:** Liz Gill  
**Subject:** RE: Job Vacancy  
**Attachments:** MPB Admin Assistant.pdf

This spot was produced and scheduled in ProTrack.

Liz Gill  
Traffic Manager for Radio  
Liz.Gill@mpbonline.org  
601-432-6239 NEW PHONE NUMBER FOR ME

3825 Ridgewood Road  
Jackson, MS 39211



Mississippi Public Broadcasting  
[mpbonline.org](http://mpbonline.org)

**From:** Gearlletha Stevens  
**Sent:** Thursday, November 16, 2017 3:13 PM  
**To:** Kevin Farrell <Kevin.Farrell@mpbonline.org>  
**Cc:** Liz Gill <Liz.Gill@mpbonline.org>  
**Subject:** FW: Job Vacancy

Good afternoon,

Attached are the forms for announcing this job on the radio. It open until filled.

Thanks  
*G. Stevens*

**From:** Gearlletha Stevens  
**Sent:** Thursday, November 16, 2017 3:11 PM  
**To:** All <[All@mpbonline.org](mailto:All@mpbonline.org)>  
**Subject:** Job Vacancy

Position: Administrative Assistant V  
Dept: Education Services  
Closes: Open Until Filled

NOTE: This position is classified as State Service; Exempt; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,  
*G. Stevens*



Gearlletha Stevens | Personnel Officer  
3825 Ridgewood Road | Jackson, MS 39211  
e [Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org) | w [www.mpbonline.org](http://www.mpbonline.org)  
p 📞 601.432.6202 | f 📠 601.432.6311

## Think Radio

Report date: 11/16/2017

Flight Schedule Report

Report time: 16:40:45

From: 11/16/2017 To: 12/30/2017

Page: 1

Flight: JOBS ADMIN / 6-22 / ROS / 2X DAY / NOV 16-DEC 30

Max Length: 00:15

ADMIN ASSISTANT

DATE	TIME	ATTACHED TO PROGRAM
Thu 11/16/2017 @	17:49:00	ALL THINGS CONSIDERED
Thu 11/16/2017 @	19:20:00	THE WORLD
Fri 11/17/2017 @	13:47:57	HERE AND NOW
Fri 11/17/2017 @	20:19:28	Q
Sat 11/18/2017 @	07:39:00	WEEKEND EDITION
Sat 11/18/2017 @	13:47:05	RADIOLAB
Sun 11/19/2017 @	07:39:00	WEEKEND EDITION
Sun 11/19/2017 @	18:58:45	Rebroadcast of Highway 61
Mon 11/20/2017 @	08:48:11	MS EDITION
Mon 11/20/2017 @	18:34:00	ALL THINGS CONSIDERED
Tue 11/21/2017 @	07:21:00	MORNING EDITION
Tue 11/21/2017 @	09:27:31	MONEY TALKS
Wed 11/22/2017 @	09:28:02	FIX IT 101
Wed 11/22/2017 @	16:48:30	ALL THINGS CONSIDERED
Thu 11/23/2017 @	06:18:30	MORNING EDITION
Thu 11/23/2017 @	10:12:49	MPB SEASON PASS
Fri 11/24/2017 @	06:50:35	MORNING EDITION
Fri 11/24/2017 @	14:48:23	THE TAKEAWAY
Sat 11/25/2017 @	16:39:00	ALL THINGS CONSIDERED WEEKEND
Sat 11/25/2017 @	19:59:00	THACKER MOUNTAIN RADIO
Sun 11/26/2017 @	11:39:27	SPLENDID TABLE
Sun 11/26/2017 @	12:40:41	INNOVATION HUB
Mon 11/27/2017 @	06:31:00	MORNING EDITION
Mon 11/27/2017 @	12:50:59	HERE AND NOW
Tue 11/28/2017 @	09:13:22	MONEY TALKS
Tue 11/28/2017 @	17:30:00	ALL THINGS CONSIDERED
Wed 11/29/2017 @	07:41:30	MORNING EDITION
Wed 11/29/2017 @	14:48:31	THE TAKEAWAY
Thu 11/30/2017 @	10:12:49	MPB SEASON PASS
Thu 11/30/2017 @	16:29:59	ALL THINGS CONSIDERED
Fri 12/01/2017 @	08:42:13	MS EDITION
Fri 12/01/2017 @	19:29:30	THE WORLD
Sat 12/02/2017 @	09:58:27	REBROADCAST OF FIX IT 101
Sat 12/02/2017 @	13:47:05	RADIOLAB
Sun 12/03/2017 @	18:58:45	Rebroadcast of Highway 61
Sun 12/03/2017 @	19:28:34	THISTLE & SHAMROCK
Mon 12/04/2017 @	12:50:59	HERE AND NOW
Mon 12/04/2017 @	17:29:56	ALL THINGS CONSIDERED
Tue 12/05/2017 @	06:41:30	MORNING EDITION
Tue 12/05/2017 @	19:29:30	THE WORLD
Wed 12/06/2017 @	08:30:00	MS EDITION
Wed 12/06/2017 @	10:13:32	EVERYDAY TECH
Thu 12/07/2017 @	11:29:32	SOUTHERN REMEDY
Thu 12/07/2017 @	20:19:29	Q
Fri 12/08/2017 @	11:29:32	SOUTHERN REMEDY

## Think Radio

Report date: 11/16/2017

Flight Schedule Report

Report time: 16:40:45

From: 11/16/2017 To: 12/30/2017

Page: 2

Fri	12/08/2017 @ 12:39:29	HERE AND NOW
Sat	12/09/2017 @ 13:47:05	RADIOLAB
Sat	12/09/2017 @ 14:22:59	SNAP JUDGEMENT
Sun	12/10/2017 @ 14:41:49	THE MOTH
Sun	12/10/2017 @ 18:58:45	Rebroadcast of Highway 61
Mon	12/11/2017 @ 06:41:30	MORNING EDITION
Mon	12/11/2017 @ 17:48:30	ALL THINGS CONSIDERED
Tue	12/12/2017 @ 14:28:35	THE TAKEAWAY
Tue	12/12/2017 @ 19:29:30	THE WORLD
Wed	12/13/2017 @ 19:20:00	THE WORLD
Wed	12/13/2017 @ 19:49:00	THE WORLD
Thu	12/14/2017 @ 10:12:49	MPB SEASON PASS
Thu	12/14/2017 @ 14:38:59	THE TAKEAWAY
Fri	12/15/2017 @ 07:41:30	MORNING EDITION
Fri	12/15/2017 @ 10:20:24	NEXT STOP, MISSISSIPPI
Sat	12/16/2017 @ 09:18:30	REBROADCAST OF FIX IT 101
Sat	12/16/2017 @ 13:47:05	RADIOLAB
Sun	12/17/2017 @ 07:39:00	WEEKEND EDITION
Sun	12/17/2017 @ 14:21:25	THE MOTH
Mon	12/18/2017 @ 07:50:35	MORNING EDITION
Mon	12/18/2017 @ 16:34:00	ALL THINGS CONSIDERED
Tue	12/19/2017 @ 06:18:30	MORNING EDITION
Tue	12/19/2017 @ 07:41:30	MORNING EDITION
Wed	12/20/2017 @ 06:21:00	MORNING EDITION
Wed	12/20/2017 @ 06:50:35	MORNING EDITION
Thu	12/21/2017 @ 14:20:04	THE TAKEAWAY
Thu	12/21/2017 @ 16:18:30	ALL THINGS CONSIDERED
Fri	12/22/2017 @ 06:21:00	MORNING EDITION
Fri	12/22/2017 @ 07:31:00	MORNING EDITION
Sat	12/23/2017 @ 07:18:00	WEEKEND EDITION
Sat	12/23/2017 @ 09:18:30	REBROADCAST OF FIX IT 101
Sun	12/24/2017 @ 10:57:15	LIVING ON EARTH
Sun	12/24/2017 @ 11:39:27	SPLENDID TABLE
Mon	12/25/2017 @ 06:21:00	MORNING EDITION
Mon	12/25/2017 @ 13:50:59	HERE AND NOW
Tue	12/26/2017 @ 06:31:00	MORNING EDITION
Tue	12/26/2017 @ 17:34:00	ALL THINGS CONSIDERED
Wed	12/27/2017 @ 19:29:30	THE WORLD
Wed	12/27/2017 @ 21:18:59	ON POINT
Thu	12/28/2017 @ 07:21:00	MORNING EDITION
Thu	12/28/2017 @ 13:31:59	HERE AND NOW
Fri	12/29/2017 @ 06:18:30	MORNING EDITION
Fri	12/29/2017 @ 19:20:00	THE WORLD
Sat	12/30/2017 @ 08:18:00	WEEKEND EDITION
Sat	12/30/2017 @ 15:54:28	THIS AMERICAN LIFE

This item appears 90 times between 11/16/2017 and 12/30/2017.

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Thursday, November 16, 2017 3:13 PM  
**To:** Kevin Farrell  
**Cc:** Liz Gill  
**Subject:** FW: Job Vacancy  
**Attachments:** PIN 0019 Admin Assist (Education).pdf; 0019- AdminAssist (Ed)-RA.docx; 0019-AdminAssist (ED).xls

Good afternoon,

Attached are the forms for announcing this job on the radio. It open until filled.

Thanks  
*G. Stevens*

**From:** Gearlletha Stevens  
**Sent:** Thursday, November 16, 2017 3:11 PM  
**To:** All <All@mpbonline.org>  
**Subject:** Job Vacancy

Position: Administrative Assistant V  
Dept: Education Services  
Closes: Open Until Filled

NOTE: This position is classified as State Service; Exempt; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,  
*G. Stevens*



Gearlletha Stevens | Personnel Officer  
3825 Ridgewood Road | Jackson, MS 39211  
e [Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org) | w [www.mpbonline.org](http://www.mpbonline.org)  
p 📞 601.432.6202 | f 📠 601.432.6311





## MPB Radio Production Order

<b>Lookup Code:</b>		<b>Client Type:</b>	
<b>Account Manager:</b>	Gearlletha Stevens	<b>Booking Date:</b>	
<b>Start Date:</b>	11/16/2017	<b>End Date:</b>	Open Until Filled
<b>Spot Title:</b> Administrative Assistant V (Education Services)			

Length			Voice			Music	
<b>:15</b>		<b>:30</b>	<b>M</b>		<b>F</b>	<b>Y</b>	<b>N</b>

### Copy (:15)

12 pt. Font / Times New Roman only


### Copy (:30)

12 pt. Font / Times New Roman only


Approved by Ryanne Duffie Saucier

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Thursday, November 16, 2017 3:29 PM  
**To:** 'carolyn.upkins@antonellicollege.edu'; 'jmitchell@alcorn.edu'; 'joborder@mdes.ms.gov'; 'didra.bolton@antonellicollege.edu'; 'awillis@alcorn.edu'; 'kfleener@devry.edu'; 'clangley@belhaven.edu'; 'laquita.johnson@catholiccharitiesjackson.org'; 'celeste.williamson@colin.edu'; 'jonathan@career.olemiss.edu'; 'kathleen.killiam@usm.edu'; 'careercenter@millsaps.edu'; 'milton.anderson@vc.edu'; 'elbryant@mvsu.edu'; 'tpopesped@aol.com'; 'calisnowkiss@gmail.com'; 'Karen.s.sampson@gmail.com'; 'astinjs@gmail.com'; 'Sherman.green@hindsc.edu'; 'achrestman@career.msstate.edu'; 'mirakwalker@gmail.com'; 'iyanna.colly@hindsc.edu'; 'jacob.wright@hindsc.edu'; 'afair@nhcms.org'; 'kashanta.jackson@hindsc.edu'; 'adweese@holmescc.edu'; 'ccoury@tulane.edu'; 'esmith@holmescc.edu'; 'jobplace@jsums.edu'; 'Douglas.berry@hindsc.edu'; 'marquita.s.davis@jsums.edu'; 'dmiller@deltastate.edu'; 'milton.anderson@vc.edu'; 'mjones@career.msstate.edu'; 'trwallace@mvsu.edu'; 'careerservices@mvsu.edu'; 'cpaige@tougalo.edu'; 'smickey@tulane.edu'; 'kashanta.jackson@hindsc.edu'  
**Subject:** Job Vacancy  
**Attachments:** PIN 0019 Admin Assist (Education).pdf

Greetings,

Please post the attached job vacancy announcement for Administrative Assistant V at Mississippi Public Broadcasting on your website.

Thanks,  
*G. Stevens*



Gearlletha Stevens | Personnel Officer  
3825 Ridgewood Road | Jackson, MS 39211  
e [Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org) | w [www.mpbonline.org](http://www.mpbonline.org)  
p 📞 601.432.6202 | f 📠 601.432.6311

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Thursday, November 16, 2017 4:14 PM  
**To:** 'rgray@belhaven.edu'  
**Subject:** Job Vacancy  
**Attachments:** PIN 0019 Admin Assist (Education).pdf

Greetings,

Please post the attached job vacancy announcement for Administrative Assistant V at Mississippi Public Broadcasting on your website.

Thanks,  
*G. Stevens*



Gearlletha Stevens | Personnel Officer  
3825 Ridgewood Road | Jackson, MS 39211  
e [Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org) | w [www.mpbonline.org](http://www.mpbonline.org)  
p 📞 601.432.6202 | f 🖨 601.432.6311

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## Administrative Assistant

Mississippi Public Broadcasting – Jackson, MS

Clicks

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Check back tomorrow to see how your job is performing.

Clicks this week



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[Improve Job Description](#)

[edit job](#)  
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[find candidates for this job](#)

Views: 0  
Candidates: 0  
Status: Open – [pause](#)  
Created: Nov 16

[View public job page](#)

Promote this job for more candidates:

Candidates

0	0	0
Awaiting Review	Total (excluding rejected)	Rejected

Job Description

### JOB DUTIES INCLUDE:

The Administrative Assistant V will work with the Director of Education to perform a variety of administrative duties in developing and carrying out departmental programs. The successful candidate will demonstrate the ability to multitask, provide support across all Education divisions, maintain organization of departmental files and records, and utilize the statewide MAGIC system. This position is classified as State Service, Exempt. EOE M-F

### KEY FUNCTIONS:

- Provide support to the Director of Education, as well as technical assistance to other staff and assistance in the day-to-day operations of assigned projects, grants, and programs within the Education department
- Assist directors with general and complex clerical/administrative duties relative to the Education Services division
- Provide assistance and serve as lead with most record-keeping, typing of correspondence, creating and maintaining filing systems, verification of staff travel expenses, meeting planning, telephone inquiries, employee leave and time records, and other duties as required by the Director of Education
- Assist in planning and coordinating trainings, workshops, events, and meetings
- Process all departmental contracts, purchase orders, and shopping carts using the statewide MAGIC system
- Maintain records of departmental budgets, expenses, and special funds, including grants

### MINIMUM REQUIREMENTS:

A Master's Degree from an accredited four-year college or university; AND Two (2) years of experience in work related to the described duties.

(OR)

A Bachelor's Degree from an accredited four-year college or university; AND Three (3) years of experience in work related to the described duties.

(OR)

Graduation from a four-year high school or equivalent (GED or High School Equivalency Diploma); AND

Seven (7) years of experience in work related to the described duties.

**Substitution Statement:**

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma), related education, and related experience may be substituted on an equal basis.

**HOW TO APPLY:**

- See Web Site for complete description ([www.mpbonline.org](http://www.mpbonline.org))
- Applicants may go online to Mississippi State Personnel Board ([www.mspb.ms.gov](http://www.mspb.ms.gov)), Click on Job Seekers. This will take you to the "JOB OPENINGS" page. Read instructions thoroughly to apply for job opening.

Job Type: Full-time

Salary: \$27,747.26 /year

Application Questions

You have requested that Indeed ask candidates the following questions:

- How many years of Administrative Assistant experience do you have?
- How many years of Budget Management experience do you have?
- How many years of Clerical experience do you have?
- How many years of planning experience do you have?
- How many years of Purchasing experience do you have?
- How many years of Record Keeping experience do you have?
- How many years of to described duties experience do you have?
- Have you completed the following level of education: High school or equivalent?

# JOB VACANCY

MISSISSIPPI AUTHORITY FOR EDUCATIONAL TELEVISION  
IS AN EQUAL OPPORTUNITY EMPLOYER

**TITLE OF POSITION:** Chief Financial Officer  
**WORKING TITLE:** ETV- Deputy Director  
**DEPARTMENT:** Business Services  
**ANNUAL ENTRY SALARY:** Competitive

## **JOB DUTIES INCLUDE:**

Mississippi Public Broadcasting is seeking a Financial Officer. As a key member of the Executive Management team, the Financial Officer will report to the Executive Director and assume a strategic role in the overall financial operations of the agency. Experience should include fiscal asset accountability, financial reporting, budgeting, procurement, payroll processing, contract review, receivable and payables and property inventory. The ideal candidate will exhibit knowledge of state budget forms, reports, and applicable financial software platforms such as SAAS, MAGIC, GAAP, Merlin, databases and other legacy systems. This position is classified as Non-State Service, Exempt. EOE M-F

## **RESPONSIBILITIES:**

- Direct and oversee all aspects of the Finance & Accounting and office functions
- Provide supporting documentation for grants and annual reports
- Prepares all year-end budget reports (i.e. audit reports, CPB Reports, etc.)
- Provide leadership in the development of continuous evaluation of short and long-term strategic financial objectives, including the impact of introducing new programs and technologies
- Manage processes for financial forecasting, budgets and consolidation and reporting to the CEO/Executives
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws rules and timing for financial and tax reporting

## **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

Master's Degree in Accounting, Finance, or MBA from an accredited four-year college or university, with seven (7) years of experience, five (5) years of which must have included line or functional administrative or advanced technical supervision.

OR

Bachelor's Degree in Accounting or Finance from an accredited four-year college or university, and Eight (8) years of experience, five (5) years of which must have included line or functional administrative or advanced technical supervision.

## **QUALIFICATIONS:**

- Strong interpersonal skills, ability to communicate and manage at all levels of the organization is essential
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses
- High level of integrity and dependability with a strong sense of urgency and results-orientation

## **HOW TO APPLY:**

- See Web Site for complete description ([www.mpbonline.org](http://www.mpbonline.org))
- Applicants may email resumes to [careers@mpbonline.org](mailto:careers@mpbonline.org)

**Closing Date: April 30, 2018**

FOR FURTHER INFORMATION, CONTACT:  
MISSISSIPPI AUTHORITY FOR EDUCATIONAL TELEVISION  
3825 RIDGEWOOD ROAD, JACKSON, MISSISSIPPI 39211

April 20, 2018

GearlIetha Stevens, Personnel Officer

601-432-6202

Date

Name and Title

PHONE NUMBER

**FCC – EEO RULES – RECORD KEEPING**  
**Beginning January 23, 2018**

**VACANCIES**

**JOB TITLE:** ETV- Deputy Director (Chief Financial Officer) (PIN 0003)

**DATE FILLED:** 06/11/2018

**RECRUITMENT SOURCES:**

No	Source	Contact	E-Mail/Website	Address	Phone
1	Agency Job Posting (Mississippi Public Broadcasting) In-house/sites	Human Resources	<a href="mailto:careers@mpbonline.org">careers@mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6565
2	Agency Website	Gearlletta Stevens	<a href="http://www.mpbonline.org">www.mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6273
3	Agency Social Media	Ellie Banks	<a href="mailto:ellie.banks@mpbonline.org">ellie.banks@mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6777
4	Agency Radio Station	Kevin Farrell	<a href="mailto:Kevin.farrell@mpbonline.org">Kevin.farrell@mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6119
5	CAHRA	Connie Sigger-Parker	<a href="mailto:Jxncahra@yahoo.com">Jxncahra@yahoo.com</a>		
6	Corporation for Public Broadcasting (CPB)	Jobline	<a href="http://www.cpb.org/jobline">http://www.cpb.org/jobline</a>	401 Ninth Street, NW Washington, DC 20004-2129	202-879-9600
7	Midtown Partners, Inc.	Ethel Dixon	<a href="http://midtownpartners.org">http://midtownpartners.org</a> <a href="mailto:jimmymay@midtownpartners.org">jimmymay@midtownpartners.org</a>	329 Adelle Street Jackson, MS 39202	601-354-5373
8	National Education Telecommunications Association (NETA)	Maryanne Schuessler	<a href="mailto:Maryanne@netaonline.org">Maryanne@netaonline.org</a> <a href="http://www.netaonline.org">www.netaonline.org</a>	P.O. Box 50008, Columbia, SC 29250; OR 939 S. Stadium Rd., Columbia, SC 29201	803-799-5517 Ext. 104
9	SimplyHired.com		<a href="http://www.simplyhired.com">www.simplyhired.com</a> <a href="http://www.indeed.com">www.indeed.com</a>	370 San Aleso Avenue, Ste. 200 Sunnyvale, CA 94085	
10	State Personnel Board	Vincent Kent	<a href="http://www.mspb.ms.gov">www.mspb.ms.gov</a>	301 North Lamar Str. Jackson, MS 39201	601-359-1406

***FCC – EEO RULES – RECORD KEEPING***  
***Beginning January 23, 2018***

**COPIES OF JOB ANNOUNCEMENT** (newspaper, email, web, etc.)

**NUMBER OF APPLICANTS INTERVIEWED:** 5

**RECRUITMENT SOURCE**

Agency Job Posting

Agency Website

Other Source (2)

State Personnel Board

**RECRUITMENT SOURCE OF HIREE:** Other Source (Indeed)



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APR 20

# FINANCIAL OFFICER

Last Updated by Gearlletha Stevens on Apr 20, 2018 at 3:12 pm



**TITLE OF POSITION:  
FINANCIAL OFFICER**

**DEPARTMENT: BUSINESS SERVICES**

**ANNUAL ENTRY SALARY:  
COMPETITIVE**

### JOB DUTIES INCLUDE:

Mississippi Public Broadcasting is seeking a Financial Officer. As a key member of the Executive Management team, the Financial Officer will report to the Executive Director and assume a strategic role in the overall financial operations of the agency. Experience should include fiscal asset accountability, financial reporting, budgeting, procurement, payroll processing, contract review, receivable and payables and property inventory. The ideal candidate will exhibit knowledge of state budget forms, reports, and applicable financial software platforms such

as SAAS, MAGIC, GAAP, Merlin, databases and other legacy systems. This position is classified as Non-State Service, Exempt. EOE M-F

### RESPONSIBILITIES:

- Direct and oversee all aspects of the Finance & Accounting and office functions



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- Provide supporting documentation for grants and annual reports

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- Prepares all year-end budget reports (i.e. audit reports, CFB Reports, etc.)

EDUCATION ▾

- Provide leadership in the development of continuous evaluation of short and long-term strategic financial objectives, including the impact of introducing new programs and technologies

- Manage processes for financial forecasting, budgets and consolidation and reporting to the CEO/Executives
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws rules and timing for financial and tax reporting

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

Master's Degree in Accounting, Finance, or MBA from an accredited four-year college or university, with seven (7) years of experience, five (5) years of which must have included line or functional administrative or advanced technical supervision.

OR

Bachelor's Degree in Accounting or Finance from an accredited four-year college or university, and Eight (8) years of experience, five (5) years of which must have included line or functional administrative or advanced technical supervision.

**QUALIFICATIONS:**

- Strong interpersonal skills, ability to communicate and manage at all levels of the organization is essential
- Strong problem solving and creative skills and the ability to exercise sound

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SUPPORT

RADIO ▾





judgment and make decisions based on accurate and timely analyses

**NEWS** ▾

- High level of integrity and dependability with a strong sense of urgency and results-orientation

**CONTACT** **KIDS** **WATCH NOW**  
**TELEVISION**

**LISTEN LIVE**

**SUPPORT**

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**EDUCATION** ▾

HOW TO APPLY:

**MORE** ▾

- See Web Site for complete description (www.mpbonline.org)
- Applicants may email resumes to careers@mpbonline.org



Closing Date: April 30, 2018

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Subscribe to Our Podcast

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Friday, April 20, 2018 2:48 PM  
**To:** All  
**Cc:** 'Angela Ferraez'; Bill Ellison; Debra Kassoff; Mark Young; 'lisa@mpbfoundation.org'  
**Subject:** Job Vacancy  
**Attachments:** PIN 0003- Deputy Director- CFO.pdf

Position: Chief Financial Officer  
Dept: Business Services  
Closes: April 30, 2018

NOTE: This position is classified as Non-State Service; Exempt; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,

*Gearlletha Stevens*

Human Resources Specialist

Mississippi Public Broadcasting  
Human Resources  
3825 Ridgewood Rd.  
Jackson, MS 39211

☎(601) 432-6202 📠(601) 432-6311

[gearlletha.stevens@mpbonline.org](mailto:gearlletha.stevens@mpbonline.org)

[www.mpbonline.org](http://www.mpbonline.org)



Mississippi Public Broadcasting

Think Radio

Report date: 04/20/2018  
Report time: 16:52:34

From: 04/20/2018 To: 04/30/2018

Flight Schedule Report  
Page: 1

Mississippi Public Broadcasting -  
3825 Ridgewood Road

Phone: ( ) 601-432-6364  
Phone2:  
Fax:

Jackson, MS 39211

Contract Starts: 10/14/2015  
Contract Ends: 12/31/2019  
Account Manager:

Contract Number: JOBS  
Spots Contracted: 0

Flight: JOBS CFO / 6-22 / ROS / 2X DAY / AP 20-30  
Max Length: 00:15

DATE	TIME	ATTACHED TO PROGRAM
Fri 04/20/2018	@ 16:19:00	ALL THINGS CONSIDERED
Fri 04/20/2018	@ 18:43:30	THE DAILY
Sat 04/21/2018	@ 11:39:00	ASK ME ANOTHER
Sat 04/21/2018	@ 16:18:00	ALL THINGS CONSIDERED WEEKEND
Sun 04/22/2018	@ 11:39:27	SPLENDID TABLE
Sun 04/22/2018	@ 17:23:15	MS ARTS HOUR
Mon 04/23/2018	@ 13:50:59	HERE AND NOW
Mon 04/23/2018	@ 16:29:57	ALL THINGS CONSIDERED
Tue 04/24/2018	@ 14:20:05	THE TAKEAWAY
Tue 04/24/2018	@ 19:20:00	THE WORLD
Wed 04/25/2018	@ 08:21:00	MORNING EDITION
Wed 04/25/2018	@ 17:49:00	ALL THINGS CONSIDERED
Thu 04/26/2018	@ 07:50:35	MORNING EDITION
Thu 04/26/2018	@ 16:29:59	ALL THINGS CONSIDERED
Fri 04/27/2018	@ 06:50:35	MORNING EDITION
Fri 04/27/2018	@ 12:39:29	HERE AND NOW
Sat 04/28/2018	@ 14:20:28	SNAP JUDGEMENT
Sat 04/28/2018	@ 16:18:00	ALL THINGS CONSIDERED WEEKEND
Sun 04/29/2018	@ 09:31:59	BEING
Sun 04/29/2018	@ 13:20:47	REVEAL
Mon 04/30/2018	@ 07:50:35	MORNING EDITION
Mon 04/30/2018	@ 12:39:30	HERE AND NOW

This item appears 22 times between 04/20/2018 and 04/30/2018.

## Gearlletha Stevens

---

**From:** Liz Gill  
**Sent:** Friday, April 20, 2018 4:54 PM  
**To:** Gearlletha Stevens  
**Cc:** Kevin Farrell  
**Subject:** RE: Job Vacancy  
**Attachments:** MPB CFO.pdf

This spot was produced and scheduled in ProTrack.

Liz

**From:** Gearlletha Stevens  
**Sent:** Friday, April 20, 2018 2:52 PM  
**To:** Liz Gill <Liz.Gill@mpbonline.org>  
**Cc:** Kevin Farrell <Kevin.Farrell@mpbonline.org>  
**Subject:** Job Vacancy

Good afternoon,

Attached are the forms for announcing this job on the radio. It closes April 30<sup>th</sup>.

*Thanks*

*G. Stevens*

**From:** Gearlletha Stevens  
**Sent:** Friday, April 20, 2018 2:48 PM  
**To:** All <All@mpbonline.org>  
**Cc:** 'Angela Ferraez' <angela@mpbfoundation.org>; Bill Ellison <Bill.Ellison@mpbonline.org>; Debra Kassoff <debra@mpbfoundation.org>; Mark Young <mark@mpbfoundation.org>; 'lisa@mpbfoundation.org' <lisa@mpbfoundation.org>  
**Subject:** Job Vacancy

Position: Chief Financial Officer  
Dept: Business Services  
Closes: April 30, 2018

NOTE: This position is classified as Non-State Service; Exempt; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity employer.

Thanks,

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Friday, April 20, 2018 2:52 PM  
**To:** Liz Gill  
**Cc:** Kevin Farrell  
**Subject:** Job Vacancy  
**Attachments:** PIN 0003- Deputy Director- CFO.pdf; 0003- Deputy Director- CFO.xls; 0003- Deputy Director- CFO.docx

Good afternoon,

Attached are the forms for announcing this job on the radio. It closes April 30<sup>th</sup>.

*Thanks*

*G. Stevens*

---

**From:** Gearlletha Stevens  
**Sent:** Friday, April 20, 2018 2:48 PM  
**To:** All <All@mpbonline.org>  
**Cc:** 'Angela Ferraez' <angela@mpbfoundation.org>; Bill Ellison <Bill.Ellison@mpbonline.org>; Debra Kassoff <debra@mpbfoundation.org>; Mark Young <mark@mpbfoundation.org>; 'lisa@mpbfoundation.org' <lisa@mpbfoundation.org>  
**Subject:** Job Vacancy

Position: Chief Financial Officer  
Dept: Business Services  
Closes: April 30, 2018

NOTE: This position is classified as Non-State Service; Exempt; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,

*Gearlletha Stevens*

Human Resources Specialist

Mississippi Public Broadcasting  
Human Resources  
3825 Ridgewood Rd.  
Jackson, MS 39211

☎ (601) 432-6202 📠 (601) 432-6311

[gearlletha.stevens@mpbonline.org](mailto:gearlletha.stevens@mpbonline.org)

[www.mpbonline.org](http://www.mpbonline.org)



**Mississippi Public Broadcasting**



## MPB Radio Production Order

<b>Lookup Code:</b>		<b>Client Type:</b>	
<b>Account Manager:</b>	Gearlletha Stevens	<b>Booking Date:</b>	
<b>Start Date:</b>	4/20/2018	<b>End Date:</b>	4/30/2018
<b>Spot Title:</b> Chief Financial Officer			

Length			Voice			Music	
:15		:30	M		F	Y	N

### Copy (:15)

12 pt. Font / Times New Roman only


### Copy (:30)

12 pt. Font / Times New Roman only


Approved by Ryanne Duffie Saucier



## Gearlletha Stevens

---

**From:** Ellie Banks  
**Sent:** Thursday, April 26, 2018 9:57 AM  
**To:** Gearlletha Stevens  
**Subject:** Re: Job Vacancy  
**Attachments:** Screen Shot 2018-04-26 at 9.51.34 AM.png; Screen Shot 2018-04-25 at 8.34.33 AM.png; Screen Shot 2018-04-25 at 8.35.04 AM.png

Done.



Mississippi Public Broadcasting

Ellie Banks | Digital Media Strategist  
3825 Ridgewood Road | Jackson, MS 39211  
✉ [Ellie.Banks@MPBOnline.org](mailto:Ellie.Banks@MPBOnline.org)  
🌐 [www.mpbonline.org](http://www.mpbonline.org)

Mississippi is our Mission.

---

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---

**From:** Gearlletha Stevens <[Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org)>  
**Date:** Friday, April 20, 2018 at 2:52 PM  
**To:** Ellie Banks <[ellie.banks@mpbonline.org](mailto:ellie.banks@mpbonline.org)>  
**Subject:** FW: Job Vacancy

Please post the job vacancy on LinkedIn, FB, and Twitter. Please send copies for the FCC file.

Thanks,  
G. Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Friday, April 20, 2018 2:48 PM  
**To:** All <[All@mpbonline.org](mailto:All@mpbonline.org)>  
**Cc:** 'Angela Ferraez' <[angela@mpbfoundation.org](mailto:angela@mpbfoundation.org)>; Bill Ellison <[Bill.Ellison@mpbonline.org](mailto:Bill.Ellison@mpbonline.org)>; Debra Kassoff <[debra@mpbfoundation.org](mailto:debra@mpbfoundation.org)>; Mark Young <[mark@mpbfoundation.org](mailto:mark@mpbfoundation.org)>; 'lisa@mpbfoundation.org'

<[lisa@mpbfoundation.org](mailto:lisa@mpbfoundation.org)>

**Subject:** Job Vacancy

Position: Chief Financial Officer  
Dept: Business Services  
Closes: April 30, 2018

NOTE: This position is classified as Non-State Service; Exempt; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

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Thanks,

*Gearlletha Stevens*  
Human Resources Specialist

Mississippi Public Broadcasting  
Human Resources  
3825 Ridgewood Rd.  
Jackson, MS 39211  
☎(601) 432-6202 📠(601) 432-6311  
[gearlletha.stevens@mpbonline.org](mailto:gearlletha.stevens@mpbonline.org)  
[www.mpbonline.org](http://www.mpbonline.org)



Mississippi Public Broadcasting

Posted by Ellie Banks • 4/25/2018 •  Sponsor now

\*\*\*



## Mississippi Public Broadcasting

now

MPB Is Hiring: Financial Officer  
Mississippi Public Broadcasting is seeking a Financial Officer. As a key member of the Executive Management team, the Financial Officer will report to the Executive Director and assume a strategic role in the overall financial operations of the agency.

<https://lnkd.in/dtCyebk>

 Like  Comment



# Mississippi Public Broadcasting

Published by Ellie Banks [?] · Yesterday at 8:25am · 🌐

## MPB Is Hiring: Financial Officer

Mississippi Public Broadcasting is seeking a Financial Officer. As a key member of the Executive Management team, the Financial Officer will report to the Executive Director and assume a strategic role in the overall financial operations of the agency.



## MPB Is Hiring: Financial Officer

Mississippi Public Broadcasting is seeking a Financial Officer. As a key member of the Executive Management team, the Financial Officer will report to the Executive Director and assume a strategic role in the overall financial...

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💬 Comment

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# Mississippi Public Broadcasting

Published by Ellie Banks [?] · 9 mins ·



## MPB Is Hiring: Financial Officer

Mississippi Public Broadcasting is seeking a Financial Officer. As a key member of the Executive Management team, the Financial Officer will report to the Executive Director and assume a strategic role in the overall financial operations of the agency.



## MPB Is Hiring: Financial Officer

Mississippi Public Broadcasting is seeking a Financial Officer. As a key member of the Executive Management team, the Financial Officer will report to the Executive Director and assume a strategic role in the overall...

[MPBONLINE.ORG](http://MPBONLINE.ORG)



Turn on job features for this post to reach more applicants.

Turn On



29 people reached

Boost Post



Like



Comment



Share



Buffer



Linda Ferry Ditt...

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Friday, April 20, 2018 2:53 PM  
**To:** Ellie Banks  
**Subject:** FW: Job Vacancy  
**Attachments:** PIN 0003- Deputy Director- CFO.pdf

Please post the job vacancy on LinkedIn, FB, and Twitter. Please send copies for the FCC file.

Thanks,

G. Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Friday, April 20, 2018 2:48 PM  
**To:** All <All@mpbonline.org>  
**Cc:** 'Angela Ferraez' <angela@mpbfoundation.org>; Bill Ellison <Bill.Ellison@mpbonline.org>; Debra Kassoff <debra@mpbfoundation.org>; Mark Young <mark@mpbfoundation.org>; 'lisa@mpbfoundation.org' <lisa@mpbfoundation.org>  
**Subject:** Job Vacancy

Position: Chief Financial Officer  
Dept: Business Services  
Closes: April 30, 2018

NOTE: This position is classified as Non-State Service; Exempt; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,

*Gearlletha Stevens*

Human Resources Specialist

Mississippi Public Broadcasting  
Human Resources  
3825 Ridgewood Rd.  
Jackson, MS 39211  
☎(601) 432-6202 📠(601) 432-6311  
[gearlletha.stevens@mpbonline.org](mailto:gearlletha.stevens@mpbonline.org)  
[www.mpbonline.org](http://www.mpbonline.org)

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Friday, April 20, 2018 3:38 PM  
**To:** 'Houston, Pat'; 'Stephen Smith'  
**Subject:** Job Vacancy  
**Attachments:** PIN 0003- Deputy Director- CFO.pdf

Greetings,

Please post the attached job vacancy announcement for Financial Officer for Mississippi Public Broadcasting on your website or email to your colleagues/organization.

Thanks,



Mississippi Public Broadcasting

Gearlletha Stevens | Personnel Officer  
3825 Ridgewood Road | Jackson, MS 39211  
e [Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org) | w [www.mpbonline.org](http://www.mpbonline.org)  
p 📞 601.432.6202 | f 📠 601.432.6311

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Friday, April 20, 2018 3:39 PM  
**To:** 'Shana Hansen'; 'Cynthia Jiles'; 'Robin Hedrick'; 'Bridget Breithaupt'; 'Lori Rutland, CSM';  
'Marquita S. Davis'; 'Marilyn Watkins'  
**Subject:** FW: Job Vacancy  
**Attachments:** PIN 0003- Deputy Director- CFO.pdf

Good afternoon,

Should you know anyone that may be interested or looking for employment, please share this job vacancy.

*Thank you,  
G. Stevens*

**From:** Gearlletha Stevens  
**Sent:** Friday, April 20, 2018 2:48 PM  
**To:** All <All@mpbonline.org>  
**Cc:** 'Angela Ferraez' <angela@mpbfoundation.org>; Bill Ellison <Bill.Ellison@mpbonline.org>; Debra Kassoﬀ <debra@mpbfoundation.org>; Mark Young <mark@mpbfoundation.org>; 'lisa@mpbfoundation.org' <lisa@mpbfoundation.org>  
**Subject:** Job Vacancy

**Position:** Chief Financial Officer  
**Dept:** Business Services  
**Closes:** April 30, 2018

NOTE: This position is classified as Non-State Service; Exempt; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,

*Gearlletha Stevens*

Human Resources Specialist

Mississippi Public Broadcasting  
Human Resources  
3825 Ridgewood Rd.  
Jackson, MS 39211

## Gearlletha Stevens

---

**To:** 'stinsley@al-ba.com'; 'mcapuano@allaccess.com'; 'antonios@aaja.org';  
'didra.bolton@antonellicollege.edu'; 'info@tvjobs.com'; 'joborder@mdes.ms.gov';  
'bdr@thebdr.net'; 'claire@blue-compass.com'; 'jobplace@jsums.edu';  
'ka@kardconsulting.com'; 'khooten@msbroadcasters.org'; 'marquita.s.davis@jsums.edu';  
'careercenter@millsaps.edu'; 'cpaige@tougaloو.edu'; 'smaynard@career.msstate.edu';  
'rwhatley@mdes.ms.gov'; 'mjones@career.msstate.edu'; 'maryanne@netaonline.org';  
'Sarah Johnson'; 'nahj@nahj.org'; 'awillis@alcorn.edu'; 'sjohnson@mdes.ms.gov';  
'jmitchell@alcorn.edu'; 'clangley@belhaven.edu'; 'd.miller@deltastate.edu';  
'stephanie.mcgee@boxwoodtech.com'; 'laquita.johnson@catholiccharitiesjackson.org';  
'kfleener@devry.edu'; 'Colly, Iyanna L.'; 'jimmymay@midtownpartners.org';  
'Newslink@mpr.org'; 'ssjohnson@mc.edu'; 'mcgill@mc.edu'; 'tjwilliams@muw.edu';  
'trwallace@mvsu.edu'; 'careerservices@mvsu.edu'; 'naacpms@bellsouth.net';  
'nabef@nab.org'; 'rdlewis@npr.org'; 'Kassi.rushing@horne-llp.com';  
'aparker@singingriver.com'; 'pцемmons@weemsmh.com';  
'melissabryant@coastepa.com'; 'Jennifer.strunk@mss-traceway.org';  
'lainedill@gmail.com'; 'pam@oxfordms.com'; 'Amber Ross Hartfield';  
'bdulaney@wcbi.com'; 'lcook@warren-yazoo.org'; 'leightos@ext.msstate.edu'; 'Mickey,  
Susan'; 'ajones@uwa.edu'; 'milton.anderson@vc.edu'; 'kathleen.killam@usm.edu';  
'kfflier1@olemiss.edu'; 'jonathan@career.olemiss.edu'; 'nbordlee@timespicayune.com'

**Subject:** FW: Job Vacancy

**Attachments:** PIN 0003- Deputy Director- CFO.pdf

**From:** Gearlletha Stevens  
**Sent:** Friday, April 20, 2018 3:44 PM  
**Subject:** Job Vacancy

Greetings,

Please post the attached job vacancy announcement for Financial Officer for Mississippi Public Broadcasting on your website.

Thanks,



Mississippi Public Broadcasting

Gearlletha Stevens | Personnel Officer  
3825 Ridgewood Road | Jackson, MS 39211  
Gearlletha.Stevens@mpbonline.org | w [www.mpbonline.org](http://www.mpbonline.org)  
601.432.6202 | f 601.432.6311

## Gearlletha Stevens

---

**From:** Maryanne Schuessler <mschuessler@netaonline.org>  
**Sent:** Monday, April 23, 2018 7:08 AM  
**To:** Gearlletha Stevens  
**Subject:** RE: Job Vacancy

Good morning, Gearlletha –

Thank you for sending us this position to post.  
NETA is happy to assist Mississippi Public Broadcasting in recruiting a CFO.  
We have posted the position on our public media careers web page:  
<http://www.netaonline.org/Professional-Development/Public-TV-Careers>

Good luck with the search!

Kind regards,

Maryanne

**Maryanne Schuessler**  
NETA Senior Internal Administrator  
803-978-1579

---

**From:** Gearlletha Stevens [mailto:Gearlletha.Stevens@mpbonline.org]  
**Sent:** Friday, April 20, 2018 4:44 PM  
**Subject:** Job Vacancy

Greetings,

Please post the attached job vacancy announcement for Financial Officer for Mississippi Public Broadcasting on your website.

Thanks,



Gearlletha Stevens | Personnel Officer  
3825 Ridgewood Road | Jackson, MS 39211  
e [Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org) | w [www.mpbonline.org](http://www.mpbonline.org)  
p 📞 601.432.6202 | f 📠 601.432.6311

### Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

**Gearlletha Stevens**

**From:** Jimmy May <jimmymay@midtownpartners.org>  
**Sent:** Friday, April 20, 2018 3:51 PM  
**To:** Gearlletha Stevens  
**Subject:** Re: Job Vacancy

ok, thanks!!

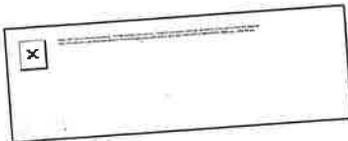
**Jimmy May, BSW**  
Job Placement Specialist  
The Prosperity Center of Greater Jackson  
215 McTyere Avenue  
Jackson, MS 39202  
Phone: (601)352-3778 Ext. 7404  
Fax: (601)355-6328  
[jimmymay@midtownpartners.org](mailto:jimmymay@midtownpartners.org)

On Fri, Apr 20, 2018 at 3:43 PM, Gearlletha Stevens <[Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org)> wrote:

Greetings,

Please post the attached job vacancy announcement for Financial Officer for Mississippi Public Broadcasting on your website.

Thanks,



Gearlletha Stevens | Personnel Officer  
3825 Ridgewood Road | Jackson, MS 39211  
e [Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org) | w [www.mpbonline.org](http://www.mpbonline.org)

p 📞 601.432.6202 | f 📠 601.432.6311

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Home » Job Seekers » Job Openings

# Job Openings



**Job Title:** ETV-Deputy Director

**Closing Date/Time:** Tue. 05/01/18 11:59 PM Central Time

**Salary:** \$79,088.37 / Year

**Job Type:** Full-Time

**Location:** 25 - HINDS COUNTY, Mississippi

**County/Countries Associated with Position:** HINDS

**Shift Schedule:** Day Shift Only

**Travel Schedule:** Some Day Only

**Time Limited Position:** No

**Agency Information:** The Mississippi Public Broadcasting (MPB) is recruiting a Financial Officer. As a key member of the Executive Management team, the Financial Officer will report to the Executive Director and assume a strategic role in the overall financial operations of the agency. Experience should include fiscal asset accountability, financial reporting, budgeting, procurement, payroll processing, contract review, receivable and payables and property inventory. This position requires knowledge of state budget forms, reports, and applicable financial software platforms such as SAAS, MAGIC, GAAP, Merlin, databases and other legacy systems. The incumbent's responsibilities include, but are not limited to: directs and oversees all aspects of the Finance & Accounting and office functions; provides supporting documentation for grants and annual reports; prepares all year-end budget reports (i.e. audit reports, CPB Reports); provides leadership in the development of continuous evaluation of short and long-term strategic financial objectives, including the impact of introducing new programs and technologies; manages processes for financial forecasting, budgets and consolidation and reporting to the CEO/Executives; and ensures that effective internal controls are in place and ensures compliance with GAAP and applicable federal, state and local regulatory laws rules and timing for financial and tax reporting. This position is classified as Non-State Service, Exempt. EOE M-F  
 Applicants may apply online through the Mississippi State Personnel Board website or mail State of Mississippi Applications to: Educational Television Authority, Attn: Human Resources, 3825 Ridgewood Rd, Jackson, MS 39211.

**MSPB Career Center**

- How to Apply
- Applicant Login
- Job Openings
- Agency Only Opportunities
- State Employee Opportunities
- Job Interest Cards

**Applicant Assistance**

- Quick Help-Username/Password
- FAQs

**MSPB General Information**

- Events
- Job Descriptions

[Print Job Information](#) | [Apply](#)

Characteristics of Work	Benefits	Supplemental Questions
<p>This is administrative work in which the incumbent serves as assistant to the agency head. Work involves formulating, directing, and controlling the internal operations of an organization through bureau or division directors or other subordinate personnel. Incumbent initiates significant program development within very broad general policy and functions as coordinator of agency activities as delegated by the executive director. Frequent contacts outside the immediate agency require persuasion and diplomacy in discussing controversial subject matter. In the absence of the executive director the incumbent assumes full responsibility of the Division. Work is reviewed infrequently for desired results by the executive director.</p>		
<p><b>Examples of Work:</b></p> <p>Examples of work performed in this classification include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>Performs all functions and exercises of an agency through division directors or other subordinate personnel.</li> <li>Recommends policy, rules, and regulations as necessary.</li> <li>Provides administrative leadership for functional areas of program responsibility.</li> <li>Serves as liaison representative to other state/federal governmental agencies as well as private entities.</li> </ul>		

Ensures coordination of activities of the agency with other state agencies.

Maintains effective public relations with federal and state agencies and the public, including interpretation and advocacy of agency policy.

Directs fiscal accounting and budgeting activities.

Recommends budget requests and expenditures of the agency.

Recommends the appointment of personnel as needed.

Performs related or similar duties as required or assigned.

**Minimum Qualifications:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Education:**

A Master's Degree from an accredited four-year college or university.

AND

**Experience:**

Seven (7) years in the special experience defined below, five (5) years of which must have included line or functional administrative or advanced technical supervision.

OR

**Education:**

A Bachelor's Degree from an accredited four-year college or university.

AND

**Experience:**

Eight (8) years of special experience defined below, five (5) years of which must have included line or functional administrative or advanced technical supervision.

**Special Requirements:**

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the agency in which the position exists. In those agencies where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the agency, the incumbent must also be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

**Substitution Statement:**

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the five (5) years of line or functional administrative or advanced technical supervision.

**Essential Functions:**

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Formulates, directs and controls the internal operations of the organization through bureau or division directors or other subordinate personnel.
2. Exercises administrative leadership for all phases of programs within the agency.
3. Maintains effective public relations and coordinates activities with other agencies.
4. Directs budgeting activities and approves budget requests.



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Capital Area Human Resource Association (CAHRA)  
Affiliate of the Society for Human Resource Management  
*Jackson, MS*

☰ Menu

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## Area Job Opportunities

### JOB POSTINGS

Are you a local chapter member with an HR job opportunity? Members can post their open HR positions on our website for no charge.

To post your position, please email the website administrator at [jxncahra@yahoo.com](mailto:jxncahra@yahoo.com).

## Horne

### FULL POTENTIAL CAREER COACH

#### Company Information:

We know that joining our team is an investment in your future and in ours. Our goal at HORNE is to be a learning environment where you can reach your full potential. That means supporting your unique interests and career path preferences, and helping you pursue your dreams both professionally and personally.

But don't just take it from us! 91% percent of our team members agree that HORNE is a great workplace, earning us the Great Place to Work® certification.

Whether you are a recent college graduate or a seasoned professional seeking to further your career as a leader, HORNE provides career opportunities and an environment where you can succeed.

Our part is a commitment to providing resources and opportunities for you to craft your best career. Your part is defining the career you want, then passionately pursuing your full potential. To learn more about HORNE LLP, visit [www.hornellp.com](http://www.hornellp.com).

#### Position Summary:

We are seeking an individual who has 5-7 years of work experience in a people-focused role to work one-on-one with team members from Associate to Supervisor level in a coaching capacity. This is essentially a leadership development role focused on growing the skills of our next generation of leaders primarily around the topics related to self-leadership and fierce ownership of career. The ideal candidate would be located in the Southeast region of the U.S. and/or be willing to re-locate.

The Full Potential Career Coach is responsible for executing HORNE's Full Potential Coaching Program within assigned target groups. The Full Potential Career Coach will work with associate through supervisor level team members to ensure development along the firm's Career Growth Continuum. The coach is responsible for contributing to the overall design and delivery of a "coach approach" program designed to retain talent and assist team members to reach and maximize their Full Potential. This individual operates at a manager level, and provides themes, insights, ideas, and recommendations for achieving strategic goals and initiatives to the director of the Full Potential Coaching Program. The coach must have a strong business acumen and the ability to weave team members' growth strategy into the overall operational and profitability goals of the firm.

#### Primary Responsibilities:

Serve as a dedicated resource for team members to accelerate achieving their Full Potential by demonstrating the [coaching competencies](#) outlined by the International Coach Federation.

Maintain strict coach – team member confidentiality in accordance with the [ICF Code of Ethics](#).

Develop a deep understanding of the [Wise Firm](#) culture at HORNE, business culture of public accounting, management styles, and specific practice area needs.

Assist individuals in creating personal growth and development plans as well as goal-setting strategies to guide team members toward reaching their Full Potential.

Develop a sense of belonging and have the ability to convey that sense of belonging into specific goal plans for team members.

Maintain a strong advocacy for in house initiatives such as beBetter, Belonging at HORNE, Wise Firm engagement and Growth Mindset.

Fully utilize and identify ways to continuously improve designated coaching processes and systems to create a consistent coaching experience for team members and to make Full Potential Coaching at HORNE beEvenBetter.

Provide reports outlining data, themes, insights and recommendations at the practice group and firm level to the Full Potential Coaching Director as requested.

Facilitate group coaching sessions as requested.

#### Position Requirements:

Bachelor's or Master's degree in Business Administration, Organizational Development, or a closely related field.

Normally five (5) to seven (7) years of experience in a coaching, organizational growth, or employee engagement role.

ACC or PCC designation by the International Coach Federation or willing to work toward the completion of the core curriculum designated by ICF is strongly preferred.

Ability to communicate effectively with team members through a variety of mediums, including face to face sessions, virtual sessions, and email.

Travel will be required to a variety of offices located within the HORNE footprint, with peak seasons reaching up to 50% travel.

If you are interested in and qualified for this opportunity, please [APPLY ONLINE](#).

HORNE LLP is an equal employment/affirmative action employer. If you need accommodation for any part of the employment process because of a disability, please send an email to [Katie.Manning@hornellp.com](mailto:Katie.Manning@hornellp.com) or call 601.326.1000 to let us know the nature of your request.

Posted 4/3/18

## **Mississippi Public Broadcasting**

### **Chief Financial Officer**

See Web Site for complete description ([www.mpbonline.org](http://www.mpbonline.org))

Applicants may email resumes to [careers@mpbonline.org](mailto:careers@mpbonline.org)

</sites/cahra.shrm.org/files/PIN%200003-%20Deputy%20Director-%20CFO.pdf>

Closing Date: April 30, 2018

Posted 4/23/18

### **SHRM - Career Center**

HR job openings in State (please make sure to conduct a search for your state and copy the URL)

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---

## **Capital Area Human Resource Association (CAHRA)**

P.O. Box 16042  
Jackson, MS 39211

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**i** Your Job listing "Financial Officer" has been created and is **pending approval** by an administrator. ✕

Job Listing *Financial Officer* has been created. ✕

View draft   Edit draft   Moderate

Revision state: *Needs Review*  
 Most recent revision: *Yes*



Edit

## Job Description:

**TITLE OF POSITION:** Chief Financial Officer  
**DEPARTMENT:** Business Services  
**ANNUAL ENTRY SALARY:** Competitive

**JOB DUTIES INCLUDE:**

Mississippi Public Broadcasting is seeking a Financial Officer. As a key member of the Executive Management team, the Financial Officer will report to the Executive Director and assume a strategic role in the overall financial operations of the agency. Experience should include fiscal asset accountability, financial reporting, budgeting, procurement, payroll processing, contract review, receivable and payables and property inventory. The ideal candidate will exhibit knowledge of state budget forms, reports, and applicable financial software platforms such as SAAS, MAGIC, GAAP, Merlin, databases and other legacy systems. This position is classified as Non-State Service, Exempt. EOE M-F

**RESPONSIBILITIES:**

- Direct and oversee all aspects of the Finance & Accounting and office functions
- Provide supporting documentation for grants and annual reports
- Prepares all year-end budget reports (i.e. audit reports, CPB Reports, etc.)

- Provide leadership in the development of continuous evaluation of short and long-term strategic financial objectives, including the impact of introducing new programs and technologies
- Manage processes for financial forecasting, budgets and consolidation and reporting to the CEO/Executives
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws rules and timing for financial and tax reporting

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

Master's Degree in Accounting, Finance, or MBA from an accredited four-year college or university, with seven (7) years of experience, five (5) years of which must have included line or functional administrative or advanced technical supervision.

OR

Bachelor's Degree in Accounting or Finance from an accredited four-year college or university, and Eight (8) years of experience, five (5) years of which must have included line or functional administrative or advanced technical supervision.

**QUALIFICATIONS:**

- Strong interpersonal skills, ability to communicate and manage at all levels of the organization is essential
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses
- High level of integrity and dependability with a strong sense of urgency and results-orientation

** Organization:**

Mississippi Public Broadcasting

** Job Location:**

Jackson, MS  
United States

** Job Category:**

Budget/Finance

** Deadline:**

Monday, April 30, 2018

** Job Type:**

Full time

** Hours Per Week:**

40.00

** Send Application Materials To:****HOW TO APPLY:**

- See Web Site for complete description ([www.mpbonline.org](http://www.mpbonline.org))
- Applicants may email resumes to [careers@mpbonline.org](mailto:careers@mpbonline.org)

 **Website:**  
Financial Officer

 **Email:**  
careers@mpbonline.org

 **Phone:**  
(601) 432-6565

 **Job Field:**  
Radio and Television

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job title, keywords or company

Where

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city state, or zip

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## Chief Financial Officer (CFO)

Mississippi Public Broadcasting **8 reviews** - Jackson, MS

Mississippi Public Broadcasting is seeking a Financial Officer. As a key member of the Executive Management team, the Financial Officer will report to the Executive Director and assume a strategic role in the overall financial operations of the agency. Experience should include fiscal asset accountability, financial reporting, budgeting, procurement, payroll processing, contract review, receivable and payables and property inventory. The ideal candidate will exhibit knowledge of state budget forms, reports, and applicable financial software platforms such as SAAS, MAGIC, GAAP, Merlin, databases and other legacy systems. This position is classified as Non-State Service, Exempt. EOE M-F

### RESPONSIBILITIES:

- Direct and oversee all aspects of the Finance & Accounting and office functions
- Provide supporting documentation for grants and annual reports
- Prepares all year-end budget reports (i.e. audit reports, CPB Reports, etc.)
- Provide leadership in the development of continuous evaluation of short and long-term strategic financial objectives, including the impact of introducing new programs and technologies
- Manage processes for financial forecasting, budgets and consolidation and reporting to the CEO/Executives
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OR

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### QUALIFICATIONS:

- Strong interpersonal skills, ability to communicate and manage at all levels of the organization is essential
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses
- High level of integrity and dependability with a strong sense of urgency and results-orientation

Job Type: Full-time

Experience:

- Finance: 5 years (Required)

### Company Info

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### Mississippi Public Broadcasting

8 reviews

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- SAAS: 5 years (Required)
- Accounting: 5 years (Required)

Education:

- Bachelor's (Required)

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# Chief Financial Officer (CFO)

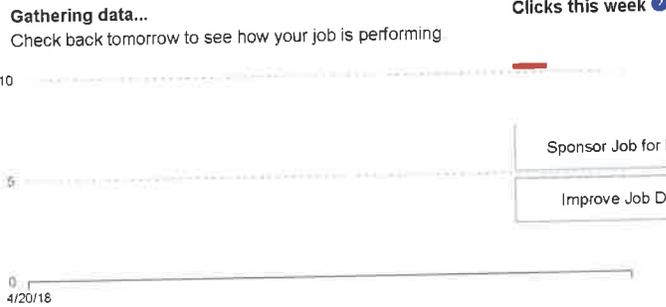
Mississippi Public Broadcasting – Jackson, MS

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### Job Description

Mississippi Public Broadcasting is seeking a Financial Officer. As a key member of the Executive Management team, the Financial Officer will report to the Executive Director and assume a strategic role in the overall financial operations of the agency. Experience should include fiscal asset accountability, financial reporting, budgeting, procurement, payroll processing, contract review, receivable and payables and property inventory. The ideal candidate will exhibit knowledge of state budget forms, reports, and applicable financial software platforms such as SAAS, MAGIC, GAAP, Merlin, databases and other legacy systems. This position is classified as Non-State Service, Exempt. EOE M-F

#### RESPONSIBILITIES:

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-Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses

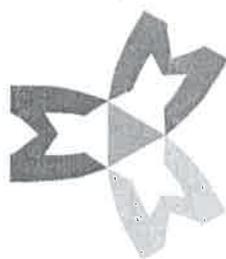
-High level of integrity and dependability with a strong sense of urgency and results-orientation

Job Type: Full-time

Application Questions

You have requested that Indeed ask candidates the following questions:

- How many years of Accounting experience do you have?
- How many years of Budgeting experience do you have?
- How many years of Finance experience do you have?
- How many years of SAAS experience do you have?
- What is the highest level of education you have completed?



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## Financial Officer

Company

[Mississippi Public Broadcasting](#)

City, State

Jackson, MS

Duration

Permanent

Salary / Rate

Competitive

Job posted on

04/23/18

Apply by

04/30/18

Website

[www.mpbonline.org](http://www.mpbonline.org)

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### About the Job

JOB DUTIES INCLUDE:

Mississippi Public Broadcasting is seeking a Financial Officer. As a key member of the Executive Management team, the Financial Officer will report to the Executive Director and assume a strategic role in the overall financial operations of the agency. Experience should include fiscal asset accountability, financial reporting, budgeting, procurement, payroll processing, contract review, receivable and payables and property inventory. The ideal candidate will exhibit knowledge of state budget forms, reports, and applicable financial software platforms such as SAAS, MAGIC, GAAP, Merlin, databases and other legacy systems. This position is classified as Non-State Service, Exempt. EOE M-F

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- Provide leadership in the development of continuous evaluation of short and long-term strategic financial objectives, including the impact of introducing new programs and technologies
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- Strong interpersonal skills, ability to communicate and manage at all levels of the organization is essential
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses
- High level of integrity and dependability with a strong sense of urgency and results-orientation

Closing Date: April 30, 2018

HOW TO APPLY:

- See Web Site for complete description ([www.mpbonline.org](http://www.mpbonline.org))
- Applicants may email resumes

You need to be registered as a freelancer in order to view full details and apply.

Job Info

Job title:  
 Financial Officer  
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# JOB VACANCY

MISSISSIPPI AUTHORITY FOR EDUCATIONAL TELEVISION  
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**TITLE OF POSITION:** Division Director I (Instructional Resources)

**DEPARTMENT:** Education

**ANNUAL ENTRY SALARY:** \$41,254.98

## **JOB DUTIES INCLUDE:**

The Director of Instructional Resources will support the Education Services Division of MPB by overseeing all aspects of its instructional resources and technology initiatives, including the Mississippi Interactive Video Network, eLearning for Educators, and PBS LearningMedia. The person in this position will plan, direct, coordinate, and supervise activities, as well as oversee curriculum development and related outreach events. In addition, the person in this position will be responsible for maintaining and updating the learning management system and creating digital assets for classroom usage and for online professional development. The successful candidate will possess a background with teaching and technology experience in the K-12 arena, have a knowledge of instructional design theories, and be one who is able to develop and present professional development modules. The successful candidate will also be able to manage new and existing technology initiatives within the Education Services Division by developing internal reporting systems, assisting with writing reports, maintaining excellent historical records, and working with staff to ensure each project or program is meeting conditions and expectations. S/he will also be able to work collaboratively with other departments and organizations with similar missions to implement the agency's educational technology initiatives and to support the efforts of the Education Services Division to better serve the state. This position is classified as State Service, Exempt. EOE M-F

## **MINIMUM REQUIREMENTS:**

A Master's Degree from an accredited four-year college or university (AND) five (5) years of special experience defined below and experience in community project/program coordination, two (2) years of which must have been in line or functional administrative or advanced supervision;

(OR)

A Bachelor's Degree from an accredited four-year college or university (AND) six (6) years of special experience defined below and experience in community project/program coordination, two (2) years of which must have been in line or functional administrative or advanced supervision.

**SPECIAL EXPERIENCE:** Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the division in which the position exists. In those divisions where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the division, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

## **HOW TO APPLY:**

- See Web Site for complete description ([www.mpbonline.org](http://www.mpbonline.org))
- Applicants may go online to Mississippi State Personnel Board ([www.mspb.ms.gov](http://www.mspb.ms.gov)), Click on Job Seekers. This will take you to the "JOB OPENINGS" page. Read instructions thoroughly to apply for job opening.
- Applicants may email resumes to [careers@mpbonline.org](mailto:careers@mpbonline.org)

## **Closing Date: Open Until Filled**

FOR FURTHER INFORMATION, CONTACT:  
MISSISSIPPI AUTHORITY FOR EDUCATIONAL TELEVISION  
3825 RIDGEWOOD ROAD, JACKSON, MISSISSIPPI 39211

December 5, 2017

Gearlletha Stevens, Personnel Officer

601-432-6202

Date

Name and Title

PHONE NUMBER

**FCC – EEO RULES – RECORD KEEPING**  
**Beginning January 23, 2018**

**VACANCIES**

**JOB TITLE:** Division Director I (Instructional Resources) (PIN 0230)

**DATE FILLED:** 07/01/2018

**RECRUITMENT SOURCES:**

No	Source	Contact	E-Mail/Website	Address	Phone
1	Agency Job Posting (Mississippi Public Broadcasting) In-house/sites	Human Resources	<a href="mailto:careers@mpbonline.org">careers@mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6565
2	Agency Website	Gearlletha Stevens	<a href="http://www.mpbonline.org">www.mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6273
3	Agency Social Media	Ellie Banks	<a href="mailto:ellie.banks@mpbonline.org">ellie.banks@mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6777
4	Agency Radio Station	Kevin Farrell	<a href="mailto:Kevin.farrell@mpbonline.org">Kevin.farrell@mpbonline.org</a>	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6119
5	SimplyHired.com		<a href="http://www.indeed.com">www.indeed.com</a>		
6	State Personnel Board	Vincent Kent	<a href="http://www.mspb.ms.gov">www.mspb.ms.gov</a>	301 North Lamar Str. Jackson, MS 39201	601-359-1406

**COPIES OF JOB ANNOUNCEMENT** (newspaper, email, web, etc.)

**NUMBER OF APPLICANTS INTERVIEWED:** 1

**RECRUITMENT SOURCE**

Agency Posting

**RECRUITMENT SOURCE OF HIREE:** Agency Posting



**Position:** Division Director I (Instructional Resources Director)

**PIN:** # 0230

**NOTE:**

Previously advertised until July 11, 2017- July 20, 2017. Readvertised because selected candidate denied offer.

Advertised December 5, 2017- December 30, 2017. Readvertised because of inadequate pool of candidates.

*Human Resource Department*

*Gearlletha Stevens*

*Personnel Officer*



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# DIVISION DIRECTOR I (DIRECTOR OF INSTRUCTIONAL RESOURCES)



Last Updated by Gearlletha Stevens on Dec 05, 2017 at 9:15 am

POSITION: DIRECTOR  
DIVISION: EDUCATION  
DEPARTMENT: EDUCATION  
ANNUAL ENTRY SALARY: \$41,254.98

### JOB DUTIES INCLUDE:

The Director of Instructional Resources will support the Education Services Division of MPB by overseeing all aspects of its instructional resources and technology initiatives, including the Mississippi Interactive Video Network, eLearning for Educators, and PBS LearningMedia. The person in this position will plan, direct, coordinate, and supervise activities, as well as oversee curriculum development and related outreach events. In addition, the person in this position will be responsible for maintaining and updating the learning management system and creating digital assets for classroom usage and for online professional development. The successful candidate will possess a background with teaching and technology experience in the K-12 arena, have a knowledge of instructional design theories, and be one who is able to develop and present professional development modules.



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The successful candidate will also be able to manage new and existing technology

initiatives within the Education Services Division by developing internal reporting

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systems, assisting with writing reports, maintaining excellent historical records, and working with staff to ensure each project or

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program is meeting conditions and expectations. S/he will also be able to work collaboratively with other departments and organizations with similar missions to implement the agency's educational technology initiatives and to support the efforts of the Education Services Division to better serve the state. This position is classified as State Service, Exempt. EOE M-F

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#### MINIMUM REQUIREMENTS:

A Master's Degree from an accredited four-year college or university (AND) five (5) years of special experience defined below and experience in community project/program coordination, two (2) years of which must have been in line or functional administrative or advanced supervision;

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#### SPECIAL EXPERIENCE:

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the division, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

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Applicants may email resumes to [careers@mpbonline.org](mailto:careers@mpbonline.org)



- Applicants may go online to Mississippi State Personnel Board ([www.mspb.ms.gov](http://www.mspb.ms.gov)), Click on Job Seekers. This will take you to the "JOB OPENINGS" page. Read instructions thoroughly to apply for job opening.
- Applicants may go online to Mississippi State Personnel Board ([www.mspb.ms.gov](http://www.mspb.ms.gov)) to obtain State of Mississippi application
- Applicants may submit State of Mississippi application to Mississippi Public Broadcasting, Attn: Personnel, 3825 Ridgewood Road, Jackson, MS 39211

Closing Date: Open Until Filled

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Mississippi Public Broadcasting  
 3825 Ridgewood Road  
 Jackson, Mississippi 39211  
 601.432.6565

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Tuesday, December 05, 2017 12:38 PM  
**To:** All  
**Subject:** Job Vacancy  
**Attachments:** PIN 0230 Division Director I (Instructional Resources)2.pdf

**Position:** Division Director I  
**Dept:** Education  
**Closes:** Open Until Filled

NOTE: This position is classified as State Service; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,



Mississippi Public Broadcasting

Gearlletha Stevens | Personnel Officer  
3825 Ridgewood Road | Jackson, MS 39211  
e [Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org) | w [www.mpbonline.org](http://www.mpbonline.org)  
p 📞 601.432.6202 | f 📠 601.432.6311

## Gearlletha Stevens

---

**From:** Ellie Banks  
**Sent:** Wednesday, December 6, 2017 8:50 AM  
**To:** Gearlletha Stevens  
**Subject:** Re: Job Vacancy  
**Attachments:** Screen Shot 2017-12-06 at 8.49.51 AM.png; Screen Shot 2017-12-06 at 8.48.36 AM.png

See attached!

--



Mississippi Public Broadcasting

Ellie Banks | Digital Media Strategist  
3825 Ridgewood Road | Jackson, MS 39211  
e [Ellie.Banks@MPBOnline.org](mailto:Ellie.Banks@MPBOnline.org)

www [www.mpbonline.org](http://www.mpbonline.org)

Mississippi is our Mission.

---

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---

**From:** Gearlletha Stevens <[Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org)>  
**Date:** Tuesday, December 5, 2017 at 12:39 PM  
**To:** Ellie Banks <[ellie.banks@mpbonline.org](mailto:ellie.banks@mpbonline.org)>  
**Subject:** FW: Job Vacancy

Please post the job vacancy on FB and Twitter. Please send copies for the FCC file.

Thanks,  
G. Stevens

**From:** Gearlletha Stevens  
**Sent:** Tuesday, December 05, 2017 12:38 PM  
**To:** All <[All@mpbonline.org](mailto:All@mpbonline.org)>  
**Subject:** Job Vacancy

Position: Division Director I



## Mississippi Public Broadcasting

Published by Ellie Banks [?] · Just now · 

### MPB Is Hiring: Division Director I (Director of Instructional Resources)

The Director of Instructional Resources will support the Education Services Division of MPB by overseeing all aspects of its instructional resources and technology initiatives, including the Mississippi Interactive Video Network, eLearning for Educators, and PBS LearningMedia.



### MPB : Mississippi Public Broadcasting

The Director of Instructional Resources will support the Education Services Division of MPB by overseeing all aspects of its instructional resources and technology initiatives, including the Mississippi Interactive Video Network,...

[MPBONLINE.ORG](http://MPBONLINE.ORG)

**Boost Post**



**MSPublicBroadcasting**  @MPBOnline · now

MPB Is Hiring: Division Director I (Director of Instructional Resources)  
[mpbonline.org/blogs/careers/...](http://mpbonline.org/blogs/careers/...)



## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Tuesday, December 05, 2017 12:39 PM  
**To:** Ellie Banks  
**Subject:** FW: Job Vacancy  
**Attachments:** PIN 0230 Division Director I (Instructional Resources)2.pdf

Please post the job vacancy on FB and Twitter. Please send copies for the FCC file.

Thanks,  
G. Stevens

**From:** Gearlletha Stevens  
**Sent:** Tuesday, December 05, 2017 12:38 PM  
**To:** All <All@mpbonline.org>  
**Subject:** Job Vacancy

Position: Division Director I  
Dept: Education  
Closes: Open Until Filled

NOTE: This position is classified as State Service; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,



Mississippi Public Broadcasting

Gearlletha Stevens | Personnel Officer  
3825 Ridgewood Road | Jackson, MS 39211  
e [Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org) | w [www.mpbonline.org](http://www.mpbonline.org)  
p 📞 601.432.6202 | f 📠 601.432.6311

Report date: 12/05/2017  
 Report time: 15:50:55

From: 12/06/2017 To: 12/30/2017

Flight Schedule Report  
 Page: 1

Flight: JOBS ED DIR / 6-22 / ROS / 2X DAY / DEC 5-DEC 30

Max Length: 00:15

EDUCATION DIRECTOR

DATE	TIME	ATTACHED TO PROGRAM
Wed	12/06/2017 @ 15:48:49	FRESH AIR
Wed	12/06/2017 @ 17:49:00	ALL THINGS CONSIDERED
Thu	12/07/2017 @ 07:41:30	MORNING EDITION
Thu	12/07/2017 @ 16:49:00	ALL THINGS CONSIDERED
Fri	12/08/2017 @ 10:27:27	NEXT STOP, MISSISSIPPI
Fri	12/08/2017 @ 21:19:00	ON POINT
Sat	12/09/2017 @ 09:18:30	REBROADCAST OF FIX IT 101
Sat	12/09/2017 @ 13:47:05	RADIOLAB
Sat	12/09/2017 @ 15:54:28	THIS AMERICAN LIFE
Sat	12/09/2017 @ 19:00:00	THACKER MOUNTAIN RADIO
Sun	12/10/2017 @ 08:06:00	WEEKEND EDITION
Sun	12/10/2017 @ 10:18:30	LIVING ON EARTH
Sun	12/10/2017 @ 10:57:15	LIVING ON EARTH
Sun	12/10/2017 @ 12:40:41	INNOVATION HUB
Mon	12/11/2017 @ 14:20:04	THE TAKEAWAY
Mon	12/11/2017 @ 21:38:56	ON POINT
Tue	12/12/2017 @ 16:18:30	ALL THINGS CONSIDERED
Tue	12/12/2017 @ 19:20:00	THE WORLD
Wed	12/13/2017 @ 13:50:59	HERE AND NOW
Wed	12/13/2017 @ 14:48:31	THE TAKEAWAY
Thu	12/14/2017 @ 06:50:35	MORNING EDITION
Thu	12/14/2017 @ 17:48:30	ALL THINGS CONSIDERED
Fri	12/15/2017 @ 08:21:00	MORNING EDITION
Fri	12/15/2017 @ 16:29:59	ALL THINGS CONSIDERED
Sat	12/16/2017 @ 08:18:00	WEEKEND EDITION
Sat	12/16/2017 @ 15:54:28	THIS AMERICAN LIFE
Sun	12/17/2017 @ 08:39:00	WEEKEND EDITION
Sun	12/17/2017 @ 09:31:59	BEING
Mon	12/18/2017 @ 06:31:00	MORNING EDITION
Mon	12/18/2017 @ 06:50:35	MORNING EDITION
Tue	12/19/2017 @ 19:49:00	THE WORLD
Tue	12/19/2017 @ 20:39:30	Q
Wed	12/20/2017 @ 08:30:00	MS EDITION
Wed	12/20/2017 @ 13:31:59	HERE AND NOW
Thu	12/21/2017 @ 08:36:14	MS EDITION
Thu	12/21/2017 @ 21:39:12	ON POINT
Fri	12/22/2017 @ 07:31:00	MORNING EDITION
Fri	12/22/2017 @ 09:20:45	THE GESTALT GARDENER
Sat	12/23/2017 @ 08:39:00	WEEKEND EDITION
Sat	12/23/2017 @ 19:00:00	THACKER MOUNTAIN RADIO
Sun	12/24/2017 @ 09:31:59	BEING
Sun	12/24/2017 @ 15:39:57	TED RADIO HOUR
Mon	12/25/2017 @ 14:39:03	THE TAKEAWAY
Tue	12/26/2017 @ 07:18:30	MORNING EDITION
Tue	12/26/2017 @ 09:20:29	MONEY TALKS

Think Radio

Report date: 12/05/2017

Flight Schedule Report

Report time: 15:50:55

From: 12/06/2017 To: 12/30/2017

Page: 2

Wed	12/27/2017	@ 11:13:50	SOUTHERN REMEDY
Wed	12/27/2017	@ 19:29:30	THE WORLD
Thu	12/28/2017	@ 08:48:11	MS EDITION
Fri	12/29/2017	@ 09:20:45	THE GESTALT GARDENER
Fri	12/29/2017	@ 12:50:59	HERE AND NOW
Sat	12/30/2017	@ 11:39:00	ASK ME ANOTHER
Sat	12/30/2017	@ 13:47:05	RADIOLAB

This item appears 52 times between 12/06/2017 and 12/30/2017.

## Gearlletha Stevens

---

**From:** Liz Gill  
**Sent:** Tuesday, December 05, 2017 3:54 PM  
**To:** Gearlletha Stevens  
**Cc:** Kevin Farrell  
**Subject:** RE: Job Vacancy  
**Attachments:** Ed Director.pdf

This spot was produced and scheduled in ProTrack. (It is a different spot from the one that ran a few months ago.) I disregarded the July 20, 2017 information in the email below and have the spot running through Dec. 30<sup>th</sup>.

Liz

**From:** Gearlletha Stevens  
**Sent:** Tuesday, December 05, 2017 12:45 PM  
**To:** Liz Gill <Liz.Gill@mpbonline.org>  
**Cc:** Kevin Farrell <Kevin.Farrell@mpbonline.org>  
**Subject:** Job Vacancy

Attached are the forms for announcing this job on the radio. It closes July 20, 2017. Please Radio Log copies for the FCC file.

*Thanks,  
G. Stevens*

**From:** Gearlletha Stevens  
**Sent:** Tuesday, December 05, 2017 12:38 PM  
**To:** All <[All@mpbonline.org](mailto:All@mpbonline.org)>  
**Subject:** Job Vacancy

**Position:** Division Director I  
**Dept:** Education  
**Closes:** Open Until Filled

NOTE: This position is classified as State Service; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,



Mississippi Public Broadcasting

Gearlletha Stevens | Personnel Officer  
3825 Ridgewood Road | Jackson, MS 39211  
e [Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org) | w [www.mpbonline.org](http://www.mpbonline.org)

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**sent:** Tuesday, December 05, 2017 12:45 PM  
**To:** Liz Gill  
**Cc:** Kevin Farrell  
**Subject:** Job Vacancy  
**Attachments:** PIN 0230 Division Director I (Instructional Resources)2.pdf; 0230-17Division Director-Instructional Resources-2.xls; 0230-17Division Director- Instructional Resources RA-2.docx

Attached are the forms for announcing this job on the radio. It closes July 20, 2017. Please Radio Log copies for the FCC file.

*Thanks,  
G. Stevens*

**From:** Gearlletha Stevens  
**Sent:** Tuesday, December 05, 2017 12:38 PM  
**To:** All <All@mpbonline.org>  
**Subject:** Job Vacancy

Position: Division Director I  
Dept: Education  
Closes: Open Until Filled

NOTE: This position is classified as State Service; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

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Mississippi Public Broadcasting

Gearlletha Stevens | Personnel Officer  
3825 Ridgewood Road | Jackson, MS 39211  
e [Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org) | w [www.mpbonline.org](http://www.mpbonline.org)  
p 📞 601.432.6202 | f 📠 601.432.6311



## MPB Radio Production Order

<b>Lookup Code:</b>		<b>Client Type:</b>	
<b>Account Manager:</b>	Gearlletha Stevens	<b>Booking Date:</b>	
<b>Start Date:</b>	12/5/2017	<b>End Date:</b>	12/30/2017
Spot Title: Division Director I (Director of Instructional Resources)			

Length			Voice			Music	
:15		:30	M		F	Y	N

### Copy (:15)

12 pt. Font / Times New Roman only


### Copy (:30)

12 pt. Font / Times New Roman only


Approved by Ryanne Duffie Saucier



# JOB VACANCY

MISSISSIPPI AUTHORITY FOR EDUCATIONAL TELEVISION  
IS AN EQUAL OPPORTUNITY EMPLOYER

**TITLE OF POSITION:** Division Director I (Instructional Resources)

**DEPARTMENT:** Education

**ANNUAL ENTRY SALARY:** \$41,254.98

## **JOB DUTIES INCLUDE:**

The Director of Instructional Resources will support the Education Services Division of MPB by overseeing all aspects of its instructional resources and technology initiatives, including the Mississippi Interactive Video Network, eLearning for Educators, and PBS LearningMedia. The person in this position will plan, direct, coordinate, and supervise activities, as well as oversee curriculum development and related outreach events. In addition, the person in this position will be responsible for maintaining and updating the learning management system and creating digital assets for classroom usage and for online professional development. The successful candidate will possess a background with teaching and technology experience in the K-12 arena, have a knowledge of instructional design theories, and be one who is able to develop and present professional development modules. The successful candidate will also be able to manage new and existing technology initiatives within the Education Services Division by developing internal reporting systems, assisting with writing reports, maintaining excellent historical records, and working with staff to ensure each project or program is meeting conditions and expectations. S/he will also be able to work collaboratively with other departments and organizations with similar missions to implement the agency's educational technology initiatives and to support the efforts of the Education Services Division to better serve the state. This position is classified as State Service, Exempt. EOE M-F

## **MINIMUM REQUIREMENTS:**

A Master's Degree from an accredited four-year college or university (AND) five (5) years of special experience defined below and experience in community project/program coordination, two (2) years of which must have been in line or functional administrative or advanced supervision;

(OR)

A Bachelor's Degree from an accredited four-year college or university (AND) six (6) years of special experience defined below and experience in community project/program coordination, two (2) years of which must have been in line or functional administrative or advanced supervision.

**SPECIAL EXPERIENCE:** Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the division in which the position exists. In those divisions where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the division, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

## **HOW TO APPLY:**

- See Web Site for complete description ([www.mpbonline.org](http://www.mpbonline.org))
- Applicants may go online to Mississippi State Personnel Board ([www.mspsb.ms.gov](http://www.mspsb.ms.gov)), Click on Job Seekers. This will take you to the "JOB OPENINGS" page. Read instructions thoroughly to apply for job opening.
- Applicants may email resumes to [careers@mpbonline.org](mailto:careers@mpbonline.org)

**Closing Date: Open Until Filled**

FOR FURTHER INFORMATION, CONTACT:  
MISSISSIPPI AUTHORITY FOR EDUCATIONAL TELEVISION  
3825 RIDGEWOOD ROAD, JACKSON, MISSISSIPPI 39211



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Home » Job Seekers » Job Openings

## Job Openings



**Job Title:** Division Director I  
**Closing Date/Time:** Thu. 12/14/17 11:59 PM Central Time  
**Salary:** \$41,254.98 / Year  
**Job Type:** Full-Time  
**Location:** 25 - HINDS COUNTY, Mississippi  
**Shift Schedule:** Day Shift Only  
**Travel Schedule:** Some Overnight  
**Time Limited Position:** No

**Agency Information:** This position, Director of Instructional Resources, will support the Education Services Division of MPB by overseeing all aspects of its instructional resources and technology initiatives, including the Mississippi Interactive Video Network, eLearning for Educators, and PBS LearningMedia. The incumbent will plan, direct, coordinate, and supervise activities, as well as oversee curriculum development and related outreach events. In addition, the incumbent will be responsible for maintaining and updating the learning management system and creating digital assets for classroom usage and for online professional development. The duties of this position may require a background with teaching and technology experience in the K-12 arena; have knowledge of instructional design theories; develop and present professional development modules; manage new and existing technology initiatives within the Education Services Division by developing internal reporting systems, assisting with writing reports, maintaining excellent historical records, and working with staff to ensure each project or program is meeting conditions and expectations; work collaboratively with other departments and organizations with similar missions to implement the agency's educational technology initiatives and support the efforts of the Education Services Division to better serve the state. This position is classified as State Service, Exempt. EOE M-F Applicants may apply online through the Mississippi State Personnel Board website or mail State of Mississippi Applications to: Educational Television Authority, Attn: Human Resources, 3825 Ridgewood Rd, Jackson, MS 39211.

### MSPB Career Center

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- [State Employee Opportunities](#)
- [Job Interest Cards](#)

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Characteristics of Work	Benefits	Supplemental Questions
<p>This is administrative work in which the incumbent serves as director of a division within a medium- sized agency, department, or institution having a bureau level. Work involves formulating, directing, and managing the operations of a division through subordinate personnel. Incumbent exercises authority in establishing objectives, standards, and control measures for programs which are moderate in scope and in impact. Incumbent also oversees policy in own area of authority and provides input into other phases of operation; coordinates activities; and provides assistance and guidance. Work is subject to infrequent review through conferences and reports to an administrative superior.</p>		
<p><b>Examples of Work:</b></p> <p>Examples of work performed in this classification include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>Performs all functions and exercises authority necessary in administering the operations of a division.</li> <li>Plans, directs, and coordinates the activities of a division through branch managers and other subordinate personnel.</li> <li>Interprets, formulates, recommends, and/or implements policies, rules, and regulations as necessary.</li> <li>Serves as liaison between an administrative superior and the various branches of the division.</li> </ul>		



 About the Job

 Application Details

 Review

Job Title – Edit

Director of Instructional Resources

Company – Edit

Mississippi Public Broadcasting

Location – Edit

Jackson, MS

Salary – Edit

\$41,254.98 per year

Job type – Edit

Full-time

Job Description – Edit

**JOB DUTIES INCLUDE:**

The Director of Instructional Resources will support the Education Services Division of MPB by overseeing all aspects of its instructional resources and technology initiatives, including the Mississippi Interactive Video Network, eLearning for Educators, and PBS LearningMedia. The person in this position will plan, direct, coordinate, and supervise activities, as well as oversee curriculum development and related outreach events. In addition, the person in this position will be responsible for maintaining and updating the learning management system and creating digital assets for classroom usage and for online professional development. The successful candidate will possess a background with teaching and technology experience in the K-12 arena, have a knowledge of instructional design theories, and be one who is able to develop and present professional development modules. The successful candidate will also be able to manage new and existing technology initiatives within the Education Services Division by developing internal reporting systems, assisting with writing reports, maintaining excellent historical records, and working with staff to ensure each project or program is meeting conditions and expectations. S/he will also be able to work collaboratively with other departments and organizations with similar missions to implement the agency's educational technology initiatives and to support the efforts of the Education Services Division to better serve the state. This position is classified as State Service, Exempt. EOE M-F

**MINIMUM REQUIREMENTS:**

A Master's Degree from an accredited four-year college or university (AND) five (5) years of special experience defined below and experience in community project/program coordination, two (2) years of which must have been in line or functional administrative or advanced supervision;

(OR)

A Bachelor's Degree from an accredited four-year college or university (AND) six (6) years of special experience defined below and experience in community project/program coordination, two (2) years of which must have been in line or functional administrative or advanced supervision.

Application Questions – Edit

You have requested that Indeed ask candidates the following questions:

- How many years of Curriculum Design experience do you have?
- How many years of Curriculum Development experience do you have?
- How many years of Distance Learning experience do you have?
- How many years of Instructional Design experience do you have?
- How many years of Interactive Video Network experience do you have?
- How many years of Management experience do you have?
- How many years of Teaching experience do you have?
- Have you completed the following level of education: Bachelor's?

Application Settings – Edit

---

Apply method: **Email (careers@mpbonline.org)**

Language – Edit

---

English

Job Budget

---

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# JOB VACANCY

MISSISSIPPI AUTHORITY FOR EDUCATIONAL TELEVISION  
IS AN EQUAL OPPORTUNITY EMPLOYER

**TITLE OF POSITION:** Division Director I (Instructional Resources)

**DEPARTMENT:** Education

**ANNUAL ENTRY SALARY:** \$41,254.98

## **JOB DUTIES INCLUDE:**

The Director of Instructional Resources will support the Education Services Division of MPB by overseeing all aspects of its instructional resources and technology initiatives, including the Mississippi Interactive Video Network, eLearning for Educators, and PBS LearningMedia. The person in this position will plan, direct, coordinate, and supervise activities, as well as oversee curriculum development and related outreach events. In addition, the person in this position will be responsible for maintaining and updating the learning management system and creating digital assets for classroom usage and for online professional development. The successful candidate will possess a background with teaching and technology experience in the K-12 arena, have a knowledge of instructional design theories, and be one who is able to develop and present professional development modules. The successful candidate will also be able to manage new and existing technology initiatives within the Education Services Division by developing internal reporting systems, assisting with writing reports, maintaining excellent historical records, and working with staff to ensure each project or program is meeting conditions and expectations. S/he will also be able to work collaboratively with other departments and organizations with similar missions to implement the agency's educational technology initiatives and to support the efforts of the Education Services Division to better serve the state. This position is classified as State Service, Exempt. EOE M-F

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## **HOW TO APPLY:**

- See Web Site for complete description ([www.mpbonline.org](http://www.mpbonline.org))
- Applicants may go online to Mississippi State Personnel Board ([www.mspb.ms.gov](http://www.mspb.ms.gov)), Click on Job Seekers. This will take you to the "JOB OPENINGS" page. Read instructions thoroughly to apply for job opening.
- Applicants may email resumes to [careers@mpbonline.org](mailto:careers@mpbonline.org)

**Closing Date: July 20, 2017**

FOR FURTHER INFORMATION, CONTACT:  
MISSISSIPPI AUTHORITY FOR EDUCATIONAL TELEVISION  
3825 RIDGEWOOD ROAD, JACKSON, MISSISSIPPI 39211

July 17, 2017

Gearlletha Stevens, Personnel Officer

601-432-6202

Date

Name and Title

PHONE NUMBER



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JUL 07



## DIVISION DIRECTOR I (DIRECTOR OF INSTRUCTIONAL RESOURCES)

Last Updated by Gearlletha Stevens on Jul 13, 2017 at 10:54 am

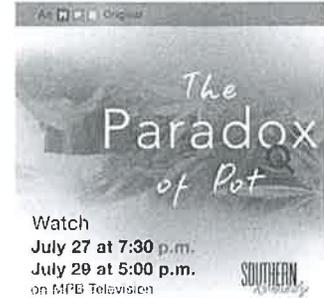
POSITION:                      DIVISION  
DIRECTOR

DEPARTMENT:                EDUCATION

ANNUAL ENTRY SALARY: \$41,254.98

### JOB DUTIES INCLUDE:

The Director of Instructional Resources will support the Education Services Division of MPB by overseeing all aspects of its instructional resources and technology initiatives, including the Mississippi Interactive Video Network, eLearning for Educators, and PBS LearningMedia. The person in this position will plan, direct, coordinate, and supervise activities, as well as oversee curriculum development and related outreach events. In addition, the person in this position will be responsible for maintaining and updating the learning management system and creating digital assets for classroom usage and for online professional development. The successful candidate will possess a background with teaching and technology experience in the K-12 arena, have a knowledge of instructional design theories, and be one who is able to develop and present professional development modules.



Watch  
July 27 at 7:30 p.m.  
July 29 at 5:00 p.m.  
on MPB Television

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The successful candidate will also be able to manage new and existing technology initiatives within the Education Services Division by developing internal reporting systems, assisting with writing reports, maintaining excellent historical records, and working with staff to ensure each project or program is meeting conditions and expectations. S/he will also be able to work collaboratively with other departments and organizations with similar missions to implement the agency's educational technology initiatives and to support the efforts of the Education Services Division to better serve the state. This position is classified as State Service, Exempt. EOE M-F

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**MINIMUM REQUIREMENTS:**

A Master's Degree from an accredited four-year college or university (AND) five (5) years of special experience defined below and experience in community project/program coordination, two (2) years of which must have been in line or functional administrative or advanced supervision;

(OR)

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must have included supervising and coordinating a variety of functions

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**HOW TO APPLY:**

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- Applicants may email resumes to careers@mpbonline.org

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**EDUCATION** ▾

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- Applicants may go online to Mississippi State Personnel Board (www.mspb.ms.gov), Click on Job Seekers. This will take you to the "JOB OPENINGS" page. Read instructions thoroughly to apply for job opening.
- Applicants may go online to Mississippi State Personnel Board (www.mspb.ms.gov) to obtained State of Mississippi application
- Applicants may submit State of Mississippi application to Mississippi Public Broadcasting, Attn: Personnel, 3825 Ridgewood Road, Jackson, MS 39211



Closing Date: July 24, 2017

---

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---

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**MPB** Mississippi Public Broadcasting  
 3825 Ridgewood Road  
 Jackson, Mississippi 39211  
 601.432.6565

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Thursday, July 13, 2017 5:20 PM  
**To:** All  
**Subject:** Job Vacancy  
**Attachments:** PIN 0230 Division Director I (Instructional Resources).pdf

Position: Division Director I  
Dept: Education  
Closes: July 20, 2017

NOTE: This position is classified as State Service; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

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Thanks,



**Mississippi Public Broadcasting**

Gearlletha Stevens | Personnel Officer  
3825 Ridgewood Road | Jackson, MS 39211  
e [Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org) | w [www.mpbonline.org](http://www.mpbonline.org)  
p 📞 601.432.6202 | f 📠 601.432.6311



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**MPB IS HIRING: Division Director I (Director of Instructional Resources)**  
[mpbonline.org/blogs/careers/...](http://mpbonline.org/blogs/careers/...)





**Mississippi Public Broadcasting**

Published by Ellie Banks (?) · Just now ·

## MPB IS HIRING: DIVISION DIRECTOR I (DIRECTOR OF INSTRUCTIONAL RESOURCES)

The Director of Instructional Resources will support the Education Services Division of MPB by overseeing all aspects of its instructional resources and technology initiatives, including the Mississippi Interactive Video Network, eLearning for Educators, and PBS LearningMedia.



## MPB IS HIRING: DIVISION DIRECTOR I (DIRECTOR OF INSTRUCTIONAL RESOURCES)

The Director of Instructional Resources will support the Education Services Division of MPB by overseeing all aspects of its instructional resources and technology...

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Posted by Ellie Banks • 7/14/2017 •  Sponsor now ...



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**MPB IS HIRING: DIVISION DIRECTOR I (DIRECTOR OF INSTRUCTIONAL RESOURCES)**

The Director of Instructional Resources will support the Education Services Division of MPB by overseeing all aspects of its instructional resources and technology initiatives, including the Mississippi Interactive Video Network, eLearning for Educators, and PBS LearningMedia.



**Division Director I (Director of Instructional Resources)**

[mpbonline.org](http://mpbonline.org)

 Like  Comment

## Gearlletha Stevens

---

**From:** Ellie Banks  
**Sent:** Friday, July 14, 2017 3:27 PM  
**To:** Gearlletha Stevens  
**Subject:** Re: Job Vacancy  
**Attachments:** Screen Shot 2017-07-14 at 3.23.42 PM.png; Screen Shot 2017-07-14 at 3.24.56 PM.png; Screen Shot 2017-07-14 at 3.26.12 PM.png

Here you go!

--



Mississippi Public Broadcasting

Ellie Banks | Digital Media Strategist  
3825 Ridgewood Road | Jackson, MS 39211  
e [Ellie.Banks@MPBOnline.org](mailto:Ellie.Banks@MPBOnline.org) | t [@iEllie](https://www.instagram.com/elliellie)

p 601-432-6567 | c 601-906-4279

w [www.mpbonline.org](http://www.mpbonline.org)

Mississippi is our Mission.

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This message is intended only for the individual(s) named and may contain confidential information. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

---

**From:** Gearlletha Stevens <[Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org)>  
**Date:** Thursday, July 13, 2017 at 5:20 PM  
**To:** Ellie Banks <[ellie.banks@mpbonline.org](mailto:ellie.banks@mpbonline.org)>  
**Subject:** FW: Job Vacancy

Please post the job vacancy on FB and Twitter. Please send copies for the FCC file.

Thanks,  
G. Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Thursday, July 13, 2017 5:20 PM

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Thursday, July 13, 2017 5:21 PM  
**To:** Ellie Banks  
**Subject:** FW: Job Vacancy  
**Attachments:** PIN 0230 Division Director I (Instructional Resources).pdf

Please post the job vacancy on FB and Twitter. Please send copies for the FCC file.

Thanks,

G. Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Thursday, July 13, 2017 5:20 PM  
**To:** All <All@mpbonline.org>  
**Subject:** Job Vacancy

**Position:** Division Director I  
**Dept:** Education  
**Closes:** July 20, 2017

NOTE: This position is classified as State Service; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,



**Mississippi Public Broadcasting**

Gearlletha Stevens | Personnel Officer  
3825 Ridgewood Road | Jackson, MS 39211  
e [Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org) | w [www.mpbonline.org](http://www.mpbonline.org)  
p 601.432.6202 | 601.432.6311

Think Radio

Report date: 07/14/2017  
Report time: 16:10:30

From: 07/14/2017 To: 07/20/2017

Flight Schedule Report  
Page: 1

Flight: JOBS INSTR RES /6-22/ROS/2XDAY/ JUL14-20  
Max Length: 00:15

DATE	TIME	ATTACHED TO PROGRAM
Fri 07/14/2017	@ 17:29:59	ALL THINGS CONSIDERED
Fri 07/14/2017	@ 18:29:59	MARKETPLACE
Sat 07/15/2017	@ 08:18:00	WEEKEND EDITION
Sat 07/15/2017	@ 08:39:00	WEEKEND EDITION
Sun 07/16/2017	@ 07:18:00	WEEKEND EDITION
Sun 07/16/2017	@ 15:39:57	TED RADIO HOUR
Mon 07/17/2017	@ 17:19:00	ALL THINGS CONSIDERED
Mon 07/17/2017	@ 18:48:45	ALL THINGS CONSIDERED
Tue 07/18/2017	@ 09:27:31	MONEY TALKS
Tue 07/18/2017	@ 16:34:00	ALL THINGS CONSIDERED
Wed 07/19/2017	@ 08:21:00	MORNING EDITION
Wed 07/19/2017	@ 19:49:00	THE WORLD
Thu 07/20/2017	@ 10:21:47	MPB SEASON PASS
Thu 07/20/2017	@ 14:28:31	THE TAKEAWAY

This item appears 14 times between 07/14/2017 and 07/20/2017.

Think Radio

Report date: 07/14/2017  
 Report time: 15:44:33

From: 07/14/2017 To: 07/24/2017

Flight Schedule Report  
 Page: 1

Flight: JOBS GRAPHIC ARTS/ 6-22 / ROS / 2X DAY/ JUL 14-24  
 Max Length: 00:15

DATE	TIME	ATTACHED TO PROGRAM
Fri 07/14/2017	@ 07:18:30	MORNING EDITION
Fri 07/14/2017	@ 13:39:29	HERE AND NOW
Fri 07/14/2017	@ 18:00:00	MARKETPLACE
Fri 07/14/2017	@ 18:48:00	ALL THINGS CONSIDERED
Sat 07/15/2017	@ 07:18:00	WEEKEND EDITION
Sat 07/15/2017	@ 15:36:15	THIS AMERICAN LIFE
Sun 07/16/2017	@ 14:21:25	THE MOTH
Sun 07/16/2017	@ 19:58:26	THISTLE & SHAMROCK
Mon 07/17/2017	@ 06:41:30	MORNING EDITION
Mon 07/17/2017	@ 09:20:56	DEEP SOUTH DINING
Tue 07/18/2017	@ 06:21:00	MORNING EDITION
Tue 07/18/2017	@ 07:21:00	MORNING EDITION
Wed 07/19/2017	@ 16:34:00	ALL THINGS CONSIDERED
Wed 07/19/2017	@ 17:19:00	ALL THINGS CONSIDERED
Thu 07/20/2017	@ 06:18:30	MORNING EDITION
Thu 07/20/2017	@ 07:41:30	MORNING EDITION
Fri 07/21/2017	@ 15:49:32	FRESH AIR
Fri 07/21/2017	@ 17:49:00	ALL THINGS CONSIDERED
Sat 07/22/2017	@ 13:58:15	RADIOLAB
Sat 07/22/2017	@ 14:39:15	SNAP JUDGEMENT
Sun 07/23/2017	@ 12:40:41	INNOVATION HUB
Sun 07/23/2017	@ 17:23:16	MS ARTS HOUR

This item appears 22 times between 07/14/2017 and 07/24/2017.

## Gearlletha Stevens

---

**From:** Liz Gill  
**Sent:** Friday, July 14, 2017 3:55 PM  
**To:** Gearlletha Stevens  
**Cc:** Kevin Farrell  
**Subject:** RE: Job Vacancy  
**Attachments:** MPB Graphic Arts Job flight schedule report.pdf

This spot was produced and scheduled in ProTrack.

Liz Gill  
Traffic Manager for Radio  
Liz.Gill@mpbonline.org  
601-432-6800

3825 Ridgewood Road  
Jackson, MS 39211



---

**From:** Gearlletha Stevens  
**Sent:** Wednesday, July 12, 2017 10:22 AM  
**To:** Liz Gill <Liz.Gill@mpbonline.org>  
**Cc:** Kevin Farrell <Kevin.Farrell@mpbonline.org>  
**Subject:** Job Vacancy

Good morning,

Attached are the forms for announcing this job on the radio. It closes July 24, 2017. Please Radio Log copies for the FCC file.

---

**From:** Gearlletha Stevens  
**Sent:** Tuesday, July 11, 2017 1:00 PM  
**To:** All <[All@mpbonline.org](mailto:All@mpbonline.org)>  
**Subject:** Job Vacancy

Position: Graphic Artist Supervisor  
Dept: Communication  
Closes: July 24, 2017

## Gearlletha Stevens

---

**From:** Gearlletha Stevens  
**Sent:** Thursday, July 13, 2017 5:25 PM  
**To:** Liz Gill  
**Cc:** Kevin Farrell  
**Subject:** FW: Job Vacancy  
**Attachments:** PIN 0230 Division Director I (Instructional Resources).pdf; 0230-17Division Director-Instructional Resources.xls; 0230-17Division Director- Instructional Resources RA.docx

Attached are the forms for announcing this job on the radio. It closes July 20, 2017. Please Radio Log copies for the FCC file.

---

**From:** Gearlletha Stevens  
**Sent:** Thursday, July 13, 2017 5:20 PM  
**To:** All <All@mpbonline.org>  
**Subject:** Job Vacancy

Position: Division Director I  
Dept: Education  
Closes: July 20, 2017

NOTE: This position is classified as State Service; (See State Employee Handbook, [www.mspb.ms.gov](http://www.mspb.ms.gov), Chapter 2, pg. 1)

Attached are the job duties/minimum requirements for these positions. MPB is an Equal Opportunity Employer.

Thanks,



Mississippi Public Broadcasting

Gearlletha Stevens | Personnel Officer  
3825 Ridgewood Road | Jackson, MS 39211  
e [Gearlletha.Stevens@mpbonline.org](mailto:Gearlletha.Stevens@mpbonline.org) | w [www.mpbonline.org](http://www.mpbonline.org)  
p 601.432.6202 | f 601.432.6311



## MPB Radio Production Order

<b>Lookup Code:</b>		<b>Client Type:</b>	
<b>Account Manager:</b>	Gearlletha Stevens	<b>Booking Date:</b>	
<b>Start Date:</b>	7/14/2017	<b>End Date:</b>	7/20/2017
<b>Spot Title: Division Director I (Director of Instructional Resources)</b>			

Length			Voice			Music	
:15		:30	M		F	Y	N

### Copy (:15)

12 pt. Font / Times New Roman only


### Copy (:30)

12 pt. Font / Times New Roman only


Approved by Ryanne Duffie Saucier



# View/Edit Requisition

[Edit](#)

Creator: [Stevens, Gearlletha](#)

Required

- Requisition #: 25859
- Department: 0247 - EDUCATIONAL TELEVISION AUTHORITY
  - Division:
- Class Spec: 1960 - DIVISION DIRECTOR I
- Working Title: Director of Instructional Resources
- Desired Start Date: 07/11/17
- Hiring Managers: Stevens, Gearlletha
- List Type: Regular and Promotional
- Vacancies: 1
- Position: 0247-000230-000001960 - DIVISION DIRECTOR I

**Skills:**

**Comments:** The Director of Instructional Resources will support the Education Services Division of MPB by overseeing all aspects of its instructional resources and technology initiatives, including the Mississippi Interactive Video Network, eLearning for Educators, and PBS LearningMedia. The person in this position will plan, direct, coordinate, and supervise activities, as well as oversee curriculum development and related outreach events. In addition, the person in this position will be responsible for maintaining and updating the learning management system and creating digital assets for classroom usage and for online professional development. The successful candidate will possess a background with teaching and technology experience in the K-12 arena, have a knowledge of instructional design theories, and be one who is able to develop and present professional development modules. The successful candidate will also be able to manage new and existing technology initiatives within the Education Services Division by developing internal reporting systems, assisting with writing reports, maintaining excellent historical records, and working with staff to ensure each project or program is meeting conditions and expectations. S/he will also be able to work collaboratively with other departments and organizations with similar missions to implement the agency's educational technology initiatives and to support the efforts of the Education Services Division to better serve the state. This position is classified as State Service, Exempt. EOE M-F

Requisition End Date (mm/dd/yyyy) 07/19/2017

Special Qualifications Where did you find out about this position?

County/COUNTIES Associated with Position HINDS

Shift Schedule Day Shift Only

Travel Schedule Some overnight

Time Limited Position No

Approvals None

Attachments: [Add New](#)

Attachment Title	Date Uploaded	File Name	Action
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