

ALASKA PUBLIC MEDIA
3877 University Drive
Anchorage, Alaska 99508
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Title: Chief Operating Officer & Vice President Administration
Reports to: President & CEO
FSLA Status: Exempt
Version: 1

The role of the Chief Operating Officer & Vice President of Administration includes primary responsibility for coordination and supervision of AKPM operations.

The Chief Operating Officer serves as a member of the Executive Management Team and as a partner with the President and Chief Executive Officer in defining and articulating the mission and vision of the organization. The Chief Operating Officer has specific responsibility for translating the mission and vision of the organization into programs and services to the broader community.

In addition to these responsibilities, the Chief Operating Officer, in partnership with the CEO, provides administrative coordination for all divisions of AKPM while providing direct supervisory responsibility for HR and business services, including external services such as the NETA Business Center. The Chief Operating Officer also leads various teams focused on planning and other project and capacity building objectives.

AKPM is the source of PBS television, NPR radio, and stewards the statewide AKPM News network.

Characteristic Duties:

Directs, coordinates, and administers a variety of operational activities of Alaska Public Media; assures morale and successful performance of direct reports; integrates the strategic plan of the organization with the operations.

Works with President & CEO to broaden staff capacity through professional development, mentoring and collaboration.

Develop and implement practices to streamline decision making and develop and refine internal systems.

With the CEO, lead efforts to meet and exceed board and organization standards for diversity, equity and inclusion.

Directs the creation of team-based project management processes to enable monitoring and management of projects at AKPM; creates and directs special task forces or strategy teams to tackle major issues and initiatives within AKPM.

Develops and fosters effective collaboration between AKPM departments, staff leadership, and other affiliated services to ensure an integrated approach to providing services, and fulfilling AKPM’s mission, vision and specific initiatives.

Facilitates a cross media platform approach in the development AKPM content, marketing and development services.

Serves as a member of the senior management team; provides and often leads regular briefings, status reports and other appropriate updates to the President & CEO, senior leadership, staff, the AKPM Board, and other key stakeholders.

Perform other duties as assigned or delegated.

Skills and Experiences:

- Bachelor’s degree in business, communications, organizational development or related area or equivalent education and experience is required.
- Must have strong operational experience with extensive experience in a senior level management position; demonstrated strategic planning and conceptual skills; team leadership and management skills.
- Must have excellent communication, organizational, and interpersonal skills including trust, integrity, sensitivity, diplomacy, and emotional intelligence; demonstrated resourcefulness in setting priorities in guiding people and systems; success developing and monitoring systems to manage both operational and programmatic work that involve high levels of collaboration.
- Must have a strong background in planning and execution of project management objectives; be flexible and able to multi-task, while working toward clarity and solutions.
- Substantial broadcast and interactive media experience is highly desirable.
- A passion for the services and potential of public media is required.

Allowable substitution

If necessary, alternative combinations of education and experience will be evaluated by the Human Resources Office for comparability.

Competencies:

- Act in accordance with AKPM policies.
- Support AKPM compliance efforts with FCC, CPB, NPR and PBS rules and regulations ➤ Communicate effectively.
- Apply critical thinking and problem solving skills.
- Maintain positive relationships with both internal and external customers.
- Demonstrate consistent outstanding customer service.

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- Proficient at computer use to include office software products, custom software packages, internet and e-mail.
- Consistently demonstrate ethical behavior.
- Must exercise good judgement for the prompt completion of responsibilities.

Employee Expectations:

Must be able to work in a constantly changing environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands while seeking supervisory assistance as appropriate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is regularly required to stand, walk and sit; use hands to handle or feet; reach with hands and arms; talk and hear. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 40 pounds.

Work Environment:

The work environment characteristics described here are typical of a television/radio broadcast office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

Alaska Public Media is an equal opportunity employer.

I, _____ have received a copy of this job description _____.
(Print Name) *(Date)*

Employee signature _____

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Learn more about Anchorage and Alaska by exploring these web links.

- <https://livability.com/best-places/2022-top-100-best-places-to-live-in-the-us/top-100-2022-anchorage-ak/>
- <https://www.anchorage.net/>
- https://issuu.com/visitanchoragealaska/docs/2022_officialanchoragevisitorguide_urls
- <https://aedcweb.com/live-work-play/>
- View the AKPM 2021 year-in-review video on this page: <https://alaskapublic.org/about/>
- View the AKPM Comprehensive Campaign Case statement document here: <https://alaskapublic.org/support/comprehensive-campaign/>
- Watch and Indie Alaska episode or two here: <https://alaskapublic.org/television/indie-alaska/>