

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Radio Host Producer/1365**

**Function General Scope**

Positions assigned to this class are responsible for performing host/announcer duties for Northwest Public Radio's (NWPR) broadcast stations. These duties can include, but are not limited to, announcing radio news casts, documentaries, feature reports, spot news reports, on-air promotional announcements and related materials; and monitoring radio production studio usage, radio transmitters, audio signal and quality and maintain security of radio office/studio area outside of normal business hours and initiate necessary corrective procedures for broadcast equipment malfunctions. The incumbent is responsible for gathering, writing, editing, and producing content for use across multiple media platforms including radio, television and web based media and social network.

**Classification Requirements (Minimum Qualifications)**

A relevant Bachelor's degree AND one (1) year full-time professional radio broadcast experience in one of the following areas: gathering, writing, editing and producing materials for radio; classical music announcing; or hosting NPR network programming.