

Executive Director

Salary Range
$125,652–$154,544 annually

QCTV Video Profile
https://youtu.be/d2Xj-uY6MfQ

Apply At
www.governmentjobs.com/careers/cityoframsey

Open until filled. First review of applications is Monday, November 9, 2026.



About the Opportunity

The Quad Cities Cable Communications Commission (dba QCTV) is seeking a dynamic, community-minded Executive Director to lead a trusted, multi-city public media organization serving Andover, Anoka, Champlin, and Ramsey, Minnesota.

This is a rare opportunity to lead at the intersection of local government, community storytelling, media innovation, and civic engagement—supporting transparency, connection, and informed communities in the northern suburban region of the Twin Cities.



About QCTV

QCTV is a public, educational, and government (PEG) access media organization operated through a joint powers agreement of four member cities. QCTV provides: Local government meeting coverage and municipal election programming; Community news and public affairs content; Professional media production and distribution across cable, streaming, and digital platforms

QCTV works closely with elected officials, city staff, businesses, schools, nonprofits, and residents to ensure high-quality local media services that reflect and serve the community.

Position Summary

The Executive Director serves as the chief executive and principal staff member of QCTV and the Commission. This role provides leadership across community media operations, cable franchise administration, fiscal management, strategic planning, and community engagement.

The Executive Director is the organization's public face—working closely with Commissioners, elected officials, staff, and community partners to ensure QCTV's long-term sustainability, regulatory compliance, and continued relevance as a trusted local media resource.



Why This Role Matters

This position offers the chance to:

- Shape the future of local media in four distinct communities
- Support democratic access, transparency, and informed civic participation
- Lead a respected organization with strong municipal partnerships
- Make a visible, lasting impact across the northwest Twin Cities metro



Communities QCTV Serves









ANDOVER

Andover is a growing suburban community known for its strong residential neighborhoods, parks, trails, and family-oriented quality of life. With a balance of development and natural spaces, Andover values civic participation, community connection, and responsive local government.

City website: https://www.andovermn.gov

ANOKA

Anoka—proudly known as the "Halloween Capital of the World"—offers a vibrant historic downtown, Mississippi Riverfront access, and a rich tradition of arts, events, and civic pride. As one of Minnesota's oldest cities, Anoka blends history with active community engagement.

City website: https://www.anokamn.gov

CHAMPLIN

Champlin is a riverfront community with strong neighborhood identity, recreational amenities, and a commitment to high-quality city services. Home to QCTV's primary operations, Champlin is centrally located within the service area and deeply engaged in regional collaboration.

City website: https://www.champlinmn.gov

RAMSEY

Ramsey is one of Minnesota's fastest-growing cities, offering a mix of established neighborhoods and new development. The city emphasizes strategic growth, civic engagement, and innovative service delivery to meet the needs of a diverse and expanding population.

City website: https://www.cityoframseymn.gov

QCTV has been recognized numerous times for programming excellence by the National Association of Telecommunications Officers and Advisors, the Minnesota Association of Government Communicators, the Telly Awards, and the Alliance for Community Media.

View the list of awards at https://qctv.org/awards.



2026 Awards & Recognition

Telly Awards

- Winner – *2025 Anoka Athena Award Winner* Won 3 Telly Awards
- Winner – *Andover Huskies Volleyball 2025 Preview*

NATOA Government Programming Awards

- Award of Distinction: Overall Excellence (Operating Budget $500,000-$1,000,000)
- Award of Distinction: *Football: Rogers at Anoka 10/10/2025 | Anoka High School*
- Award of Distinction: *Memorial Day in Anoka County*
- Award of Honor: *Andover Huskies Volleyball 2025 Preview*

Upper Midwest Emmy Awards

- Nominated for Health/Medical - Short or Long Form Content – *The Prison Puppies* – Cory Laing, Producer

Position of Executive Director Job Description

Salary Range - $125,652–$154,544 annually

Application Deadline - Open until filled. The first review of applications is on November 9, 2026

Organization - Quad Cities Cable Communications Commission (QCTV)
Serving the communities of Andover, Anoka, Champlin, and Ramsey in Minnesota

Website - https://qctv.org

Location - 12254 Ensign Avenue N., Champlin, Minnesota

Employment Status - Full-Time | Exempt

Reports To - Quad Cities Cable Communications Commission

Position Summary

The Executive Director serves as the chief executive and principal staff member of the Quad Cities Cable Communications Commission and QCTV. This role provides strategic, operational, fiscal, and community leadership for a multi-city public media organization responsible for local government programming, community television operations, cable franchise administration, and public engagement.

The Executive Director works closely with the Commission, elected officials, municipal staff, community partners, and the public to ensure QCTV's long-term sustainability, regulatory compliance, operational excellence, and relevance as a trusted local media resource. This position balances governance support, media operations, fiscal stewardship, legislative awareness, and visible community leadership.

Key Responsibilities

Organizational and Strategic Leadership

- Serve as principal staff to the Commission and implement Commission-adopted policies, goals, and strategic initiatives.
- Lead organizational strategic planning, performance measurement, and implementation.
- Provide regular operational, financial, and policy reports to the Commission.
- Ensure compliance with Commission policies, joint powers agreement, and applicable federal and state laws.

Franchise and Public Right-of-Way Management

- Administer and enforce cable franchise agreements on behalf of member cities.
- Monitor cable operator compliance, reporting, and right-of-way obligations.
- Track, analyze, and report franchise fee revenues and PEG-related funding.

Legislative and Government Relations

- Monitor federal, state, and local telecommunications legislation.
- Advise the Commission on legislative impacts and policy considerations.
- Maintain effective working relationships with elected officials, city administrators, and city staff.
- Support municipal election coverage and government transparency initiatives.

Fiscal Management and Sustainable Revenue

- Develop, administer, and monitor annual operating and capital budgets.
- Oversee operational budgeting and long-term capital equipment investment planning.
- Manage investments, insurance coverage, and risk management practices.
- Identify and implement innovative funding streams and sustainable revenue development strategies.
- Oversee contract negotiations, vendor management, and professional services agreements.

Position of Executive Director Job Description (continued)

Community Media and News Operations

- Oversee local community television and news operations, including programming, production standards, and distribution.
- Ensure high-quality coverage of government meetings, community events, and local sports.
- Support innovation across broadcast, streaming, digital, and on-demand platforms.
- Serve as an on-camera representative and public spokesperson.

Community Engagement and Partnerships

- Build and sustain strong relationships with community organizations, schools, chambers of commerce, and nonprofits.
- Represent QCTV in community forums, professional associations, and regional collaborations.
- Promote public awareness of QCTV services and community value.
- Foster inclusive community engagement.

Board Relations & Governance Support

- Support effective Commission operations through agenda preparation, policy development, and governance best practices.
- Maintain transparent communication and collaborative relationships with Commissioners.
- Provide research, analysis, and recommendations to inform Commission decision-making.

Human Resources and Staff Development

- Recruit, supervise, coach, and evaluate staff.
- Promote a positive, inclusive, and high-performing workplace culture.
- Oversee HR administration including benefits management, policy development, and compliance.
- Support professional development, training, and succession planning.

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Required Qualifications

- Bachelor's degree in communications, public administration, business administration, media management, or a related field.
- Minimum of five (5) years of progressive leadership or management experience in community media, public-sector organizations, nonprofit administration, or a related field.
- Demonstrated experience with budgeting, fiscal oversight, and operational management.
- Proven ability to work effectively with governing boards and elected officials.
- Strong written, verbal, and public speaking communication skills.

Preferred Qualifications

- Experience with PEG access television operations and cable franchise administration.
- Knowledge of municipal government operations and intergovernmental relations.
- Demonstrated success developing innovative funding streams and sustainable revenue.
- Experience in local news operations and/or community journalism.
- Background in contract negotiation and capital equipment planning.
- Advanced degree in a related field.

Knowledge, Skills, and Abilities

- Franchise and public right-of-way management
- Legislative competence and policy analysis
- Fiscal management and operational budgeting
- Innovative funding and revenue development
- Strategic planning and implementation
- Community engagement and public relations
- Board relations and governance support
- City government and municipal election processes
- Local news and community television management
- Contract negotiation and vendor oversight
- Supervision, coaching, and staff development
- HR benefits administration and policy implementation
- Investment and insurance oversight
- Public speaking and on-camera presentation
- Strong interpersonal, analytical, and organizational skills