

KNOM RADIO MISSION

Job Description

General Manager

Pay range: DOE
Reports to: Board of Directors
Supervises: All employees

Approved by:
Status: Exempt
Date: 12/06/2016

Summary:

The General Manager is the executive head of the KNOM Radio Mission, and shall administer or delegate all functions relative to that end. The General Manager shall receive supervision from and be directly responsible to the Board of Directors. As executive head of the organization, the General Manager shall provide supervision as required through appropriate lines of authority, to ensure a high degree of efficiency and morale in subordinate personnel, utilizing modern methods of planning, organizing, staffing, directing, reporting, budgeting, recruiting, training, and leadership.

The General Manager has the authority to appoint, promote, demote, suspend and/or dismiss members in accordance with personnel policies; applicable regulations; state statute; and federal law. The position has the authority to assign personnel to various duties in accordance with the needs of the organization.

Essential Duties & Responsibilities:

The General Manager supervises and manages operations through subordinate personnel. This job class works under the supervision of the Board of Directors, directing the personnel and work of the organization. This is a supervisory class with substantial responsibility for the exercise of independent judgment in operational decision making; personnel management; and completion of administrative duties. This position is vested with the duty and responsibility of delegation of tasks at appropriate levels within the organization.

Examples of Duties:

Preparation of comprehensive action, response, and operational plans for the organization. Plans include both expected and unforeseen events. May receive, evaluate, investigate, and recommend a course of action pertaining to external and internal complaints against subordinate personnel. May conduct and complete administrative investigations.

Review and/or prepare performance evaluations, hiring requests, transfer requests, resignations, worker's compensation, and other personnel management activities.

Research and recommend purchase of new or improved equipment, such as recording or computer equipment.

Oversee information exchange with other organizations and agencies.

In coordination with the Manager of Business Operations, direct budgetary allocations and controlling expenditures for personnel, equipment, overtime, and travel; oversee the review and approval of invoices for services/materials; draft correspondence, policies, and procedures.

Oversee training and evaluation of personnel.

Represent the organization at meetings and serves as liaison with other agencies.

Maintain a Policies and Procedures Manual; recommend and draft changes to add, revise, or repeal sections.

Review organizational policies. Develop and implement programs for improved accuracy and efficiency.

May be assigned various functions relating to technology and special projects.

May perform a wide array of functions such as the development of sources of information; liaison with other agencies.

Is on call 24 hours per day/365 days per year in order to run the radio stations and oversee responses to technical failures or emergencies of any kind.

Keep KNOM AM & FM in technical and operational compliance with FCC regulations.

Oversee KNOM Radio Mission's EEO compliance with FCC regulations and make certain all full-time positions are documented properly.

May perform on air work, including air shifts, producing news, special events, etc., as required.

Maintain good community relations by being involved in local and regional community events. Reaches out to the community of Nome to offer support through active participation in organizations that improve the community and make Nome and Western Alaska a better place to live.

Maintain a good working relationship with the Catholic Bishop of Northern Alaska, the Pastor of Saint Joseph's Church, and donors who support the Catholic mission of the stations to inform, inspire, and educate.

Supervision Exercised:

This position supervises all personnel of the organization, both paid and volunteer.

Qualifications and Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the qualifications, experience, knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

A Bachelor's Degree in Communications or a related field.

Five years of radio experience with at least two years of supervisory experience.

Ability to distinguish sounds.

The employee is required to have and maintain a valid State of Alaska driver's license.

Desired Qualifications:

A Master's Degree in Communications or a related field.

Experience:

Demonstrated progressive experience showing initiative, leadership, ability, writing, and the ability to delegate tasks/ensure completion. Must possess and have the ability to demonstrate superior organizational skills; leadership/interpersonal skills; personnel management skills; possess excellent command of the English language, grammar, composition and punctuation. Must be proficient in Microsoft Office applications and use of database systems.

Knowledge, Skills and Abilities:

Superior knowledge in the application of technology including radio communications and server based programs.

Knowledge of organizational functions; the principles and techniques of organizational management.

Knowledge of the principles, practices, and current trends in radio; techniques of community development and group facilitation; and principles of supervision and training.

Considerable knowledge of the principles, practices, and methods of modern radio; and the laws and regulations that affect them.

Working knowledge of business administration including budgeting, fiscal control, personnel management, and the principles and techniques of supervision.

Ability to think conceptually, observe and interpret trends, comprehend and analyze data, identify relationships, and draw logical conclusions.

Ability to communicate effectively, both orally and in writing; to present comprehensive information to diverse audiences to foster the cooperation of individuals and agencies.

Ability to make decisions and formulate policy based on organizational rules, regulations, and laws; prepare comprehensive reports; and develop and maintain harmonious and cooperative working relationships with subordinates and others.

Ability to coordinate effectively with varied interest groups; identify training needs and conduct training and informational sessions; settle issues, handle unusual circumstances, and make responsive decisions.

Ability to identify problems properly and quickly, analyze alternatives, make conclusions, and implement plans.

Ability to remain stable, calm, and make mature judgments under conditions of stress; be thorough and impartial; analyze situations accurately and adopt an effective course of action; and prepare and maintain accurate and complete records.

Ability to handle stressful situations; prioritize multiple tasks; and use research techniques, statistical analysis, and data collection in order to make recommendations to the Board of Directors.

Ability to perform delegated administrative assignments independently; handle with courtesy and tact a wide variety of public contact both on the telephone and in person; understand and carry out oral and written direction; and work cooperatively with others.

Ability to maintain confidentiality when necessary.

Language/Written Skills:

Superior ability to speak concisely and communicate effectively; comprehend complex instructions, and construct general correspondence and memoranda; take notes at meetings and prepare reports based on the notes; to effectively present information to individuals and small groups of the public and other employees.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; to compute rate, ratio, percent, construct/interpret graphs and charts; to employ basic statistical concepts to analyze data to produce reports.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed and involved written or oral instructions. Ability to analyze situations, present alternative solutions based on available data and make recommendations for action based on analysis.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to stand, walk, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; stoop, kneel, crouch or crawl; and travel up and down stairs.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Tools and Equipment Used:

Personal computer including various software, general radio software and electronic equipment used to produce the on-air product of KNOM AM & FM.

Public Relations:

Public relations shall be an integral part of each employee's job. Employees shall be courteous, helpful and conduct themselves in a manner which is appropriate. Employee must exercise excellent customer service and social skills.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may work in outside weather conditions present in a northern Alaska community. The employee occasionally works near moving mechanical parts; exposed to wet and/or humid conditions, extreme cold and vibrations.