



**HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE**

JOB TITLE: Radio Station Manager
DEPARTMENT: Health Department
CLASS: Full-Time
SALARY: DOE
OPENING DATE: August 15, 2013
CLOSING DATE: August 23, 2013

FOR THOSE THAT APPLIED BEFORE, DON'T NEED TO RE-APPLY

SUMMARY OF JOB DUTIES:

This position is under the direction of the Director of the Health Department. This position will work with internal and external entities to operate a Hualapai Tribe commercial, educational, radio station within the parameters of the radio station's Mission Statement. All functions of this position will be performed in accordance with any applicable collaborative or affiliate source protocols, directives, applicable guidelines and the requirements of any originating broadcast sources, as well as any applicable Federal agency regulations.

DUTIES AND RESPONSIBILITIES:

- This position will collaborate and coordinate with other community agencies of the Hualapai Tribe and Hualapai community members to provide radio broadcast programming in accordance with the radio station's Mission Statement.
- This position will plan, direct and coordinate all necessary aspects of radio station production and operations.
- This position will be responsible for supervising other radio station employees, contractors and consultants. This position will perform personnel duties, such as hiring staff and evaluating work performance in accordance with applicable policy and procedure.
- This position will perform other radio station tasks as assigned.
- This position may require alternative, and sometimes irregular work hours.

ESSENTIAL FUNCTIONS:

- Supervise and manage the day-to-day support and operations of the radio station as needed.
- Establish and implement station policies, goals, objectives, and procedures, conferring with advisory board members, staff members and Tribal Council as necessary and appropriate.
- Determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes according to applicable policy and procedure.
- Plan and direct activities such as sales and promotions, coordinating with other department heads as required.
- Communicate verbally and in writing about station activities to the community, Tribal Council and any other funding sources.
- Plan and supervise the use of materials and human resources, including community volunteers.

- Resolve personnel problems that by acting as liaison between dissenting parties when necessary.
- Supervise and participate in the production of radio shows as necessary.
- Supervise, assign, edit and write news stories collected and written by reporters, staff and volunteers or from production services.
- Write and submit proposals to bid on contracts for projects, select script, coordinate writing, directing and editing, and arranging financing for radio programs as necessary.
- Supervise, direct and coordinate activities of personnel engaged in preparation of radio programs such as sports or news, including assigning personnel and scheduling staff and programming and selecting material and utilized services.
- Supervise and coordinate the activities of writers, directors, managers, and other personnel throughout the radio program production and broadcast process.
- Monitor postproduction processes to ensure accurate completion of details.
- Perform management activities such as budgeting, scheduling, planning, and marketing.
- Determine production size, content, and budget and establish details such as production schedules and management policies.
- Develop budgets for station operations and programming and broadcasting activities and monitor expenditures to ensure that they remain within budgetary limits.
- Review financial statements, activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Conduct meetings with staff to discuss production and programming matters as needed.
- Plan and schedule programming and event coverage, based on broadcast length, time availability, and other factors, such as community needs, ratings data, and viewer demographics and deal with content sources, distributors and licensing entities, including negotiating and preparing necessary documentation such as contracts and releases.
- Monitor and review programming to ensure that schedules are met, guidelines are adhered to, and performances are of adequate quality and content complies with the radio station's Mission Statement.
- Check completed program logs for accuracy and conformance with Federal Communications Commission (FCC) rules and regulations and resolve program log inaccuracies.
- Prepare and submit all required reports to the Federal Communications Commission (FCC) and other oversight and funding agencies.
- Coordinate activities and collaboration for programming between departments.
- Evaluate new and existing programming to assess suitability and the need for changes, using information such as audience surveys and feedback.
- Maintain records and make regular reports of staff and station activity.
- Participate in department and community meetings, events and training.
- Coordinate with necessary technical consultants including but not limited to engineers and internet technicians.
- Perform other duties as assigned, including broadcasting tasks and activities.

EDUCATION, EXPERIENCE & SKILLS REQUIRED/PREFERRED:

- High school diploma or GED. Higher education preferred.
- Computer literate and Good verbal and written communications skills preferred.
- Knowledge of telecommunications systems transmission broadcasting, switching, control and operation preferred.

- Knowledge of communications and media production and dissemination techniques and methods preferred.
- Knowledge of radio engineering science and technology preferred.
- 2-4 years of experience in the field of radio broadcast or engineering, preferred.
- 2-4 years experience in general , administrative management preferred.
- Experience working with Native American communities is preferred.
- Must have a valid drivers' license and be eligible for the tribe's insurance.
- Must submit to and pass a pre-employment drug/alcohol screening and random test thereafter.

HOW TO APPLY:

Submit a completed Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume will not be accepted in lieu of a completed employment application. All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-353, Section 703 (702-71) and Public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities.