



KPFT GM - Job Description

General Manager - Pacifica Radio

Title: General Manager
Department: KPFT - Radio Station
Employment Type: Full-Time

Date Posted: 12-April, 2017
Location: Houston, Texas
FLSA Exemption Status: Exempt

ABOUT PACIFICA FOUNDATION

The Pacifica Foundation is a non-profit agency providing educational services.

Mission: To establish a foundation organized and operated exclusively for education purposes no part of the net earnings of which inures to the benefit of any member of the Foundation. Corporation services are provided in Berkeley, CA, Los Angeles, CA, Washington, DC, Houston, TX and New York, NY.

More details are at http://pacificafoundation.org/about_mission.php

JOB DESCRIPTION

The General Manager is responsible and accountable for overall administration, personnel, programming, financing technical operations and public relations of the station. Working with the staff, the Local Station Board, and the community, the General Manager is responsible for monitoring and guiding the station.

S/he monitors progress against goals: analyzes monthly results; develops periodic forecasts and pipelines; provides progress reports; and ensures accurate tracking and follow-up on each initiative.

Pay Scale:

- \$65,000 - \$85,000 / Year Plus Benefits (Upon Completion of Introductory Status)
- Bonus Structure TBD if Available

License Required: Employment is contingent upon proof of eligibility to work, 21 years of age or older, verification of degree/credentials, satisfactory health exam, fingerprint clearance, agree to uphold all of the Pacifica Foundation Policies and Procedures, Confidentiality Agreement, Policy on Outside Employment, Policy on Prohibiting/Preventing Workplace Violence, Policy to Prohibit Harassment in the Workplace, Policy on Ethics, adhere to Drug-Free Workplace Policy, compliance with Workplace Injury and Illness Prevention Policies, and compliance with HIPAA Rules and Regulations, (by signature).

% of Time Required	TIME REQUIREMENTS - ESSENTIAL FUNCTIONS UNDER ADA
50%	<ul style="list-style-type: none">• Will frequently work non-standard work schedule - including nights, weekends, and other unusual hours as needed
50%	<ul style="list-style-type: none">• Attend meetings and other functions during traditional work hours

Job Description Recommended by: MSRC Committee
Date approved: 5/8/2017
Job description was last reviewed: 5/8/2017



KPFT GM - Job Description

General Manager - Pacifica Radio

Education and Experience Requirements:

- Bachelors in broadcasting, business or similar education preferred
- 5+ Years of Management required, 5+ Years of Radio Station Management preferred
- Veteran's preferences honored

Reports To: Pacifica National Executive Director and collaborates with Local Station

Board General Supervision:

Incumbent develops procedures for performance of a variety of duties or performs complex duties within established policy guidelines; responsible for a defined set of assignments, e.g., all financial activities for the department; is expected to determine and create necessary procedures to set priorities and meet specific goals and objectives of the function or unit.

SUPERVISORY RESPONSIBILITIES & FUNCTIONS

- Train
- Handle grievances
- Plan and assign work
- Hire new employees - in Coordination with HR
- Recommend reclassifications and salary increases
- Conduct performance evaluations
- Take disciplinary action

% of Time Required	DUTIES & RESPONSIBILITIES
30%	• Maintaining and administering radio station budget
30%	• Overseeing fundraising for KPFT radio station
10%	• Create and share regular reports - to allow Directors to monitor work against strategic organizational priorities and dashboard measures
10%	• Other duties and responsibilities as assigned and accepted by the employee
10%	

Job Description Recommended by: MSRC Committee
Date approved: 5/8/2017
Job description was last reviewed: 5/8/2017



KPFT GM - Job Description

General Manager - Pacifica Radio

JOB SPECIFICATIONS

Duties, Tasks, and Responsibilities:

1. The General Manager is expected to improve the gross and net income, and to increase the membership and listenership of the station through good management skills and decisions.
2. Supervise all station staff, paid and unpaid.
3. In collaboration with CFO and the Executive Director, prepare a draft of the station's annual budget and present to the Local Station Board and Pacifica National Board.
4. Prepare reports for revenue and expense oversight and ensure that station's maintain a balanced budget (plus or minus 5 percent) and/ or with Board and National Office guidelines.
5. Maintain the fiscal integrity of the station through excellent quality programming that is entertaining, meets community needs, membership/fund-raising activities, budget management, and compliance with Pacifica National Board and Pacifica National Office policies and practices.
6. Ensure that membership lists are up to date, that all premiums are sent out in a timely manner, and that there is a complete database of all staff, paid and unpaid that is kept up to date and includes at least name, address, phone #, email address and emergency contact information.
7. Ensure transmitter function and compliance with all necessary local, state and Federal laws and regulations.
8. Ensure maintenance of physical plant and equipment in conjunction with Chief Engineer and/or Operations Manager.
9. Oversee technical broadcast operations and program content, delivery, format and schedule.
10. Ensure program content complies with all necessary State and Federal laws, regulations, and requirements as well as Pacifica program-ming policies and requirements.
11. In coordination with a Program Director and Program Council, present an annual program report to the Executive Director, Local Station Board, and Pacifica National Board in line with Pacifica's mission, PNB policies, and National Office priorities and/or goals. The General Manager must oversee the Program Director to ensure continual improvement in programming content and quality in conformity with the Pacifica Mission so that it attracts a growing and diverse listenership.
12. Ensure completion of and compliance with necessary public filed reports, annual CPB Station Activity Surveys, FCC license renewal applications, EEO mandates, charity registration with state Attorney General, OSHA regulations, or other necessary local, State and Federal filings.
13. Serve as a non-voting member of the station's LSB, attending all meetings as an ex-officio member.
14. Select a regular Program Director from a pool of candidates presented by the station's Local Station Board.
15. Work with Local Elections Supervisor on implementing Pacific governance election procedures and policies. Communicate and enforce Fair Campaign Provisions to both paid and unpaid staff. Provide office facilities to Local Elections Supervisor.
16. Report to the PNB quarterly on the status of diversity of station staffing, programming and audience (data permitting) within the radio station areas.
17. Attend contract negotiations and handle grievance processes.
18. Follow all Pacifica procedures, and State and Federal laws, regarding employment processing, recruitment and selection, hiring, termination and other personnel actions and follow the Pacifica Foundation employment policies and procedures.
19. Ensure that public safety measures are in place at the station for paid and unpaid staff, members of the general public, and visitors.
20. Ensure representation of the station and Pacifica at public forums / Handle media relations for the station.
21. Broadcasts a 1 hour, monthly report to the listeners with at least half the time allotted for call-ins.
22. Devise a strategy and plan for fund raising in and outside the station.
23. Ensure an active social media presence and web site for the station.
24. Ensure publication of programming schedules on the stations web sites and in other appropriate venues and media.
25. Ensure publication of appropriate station and network information, including those required by law (i.e., EEO) or by policy.
26. Conduct regular reviews with paid staff.
27. Conducts regular meetings with paid staff and unpaid staff.
28. Make delegation of these duties to maximize effective station management.
29. Other duties as assigned.

Job Description Recommended by:	MSRC Committee
Date approved:	5/8/2017
Job description was last reviewed:	5/8/2017



KPFT GM - Job Description

General Manager - Pacifica Radio

JOB SPECIFICATIONS

Knowledge, Abilities, Skills, & Other Characteristics (KASOCs):

- Knowledge of non-profit organizations, especially broadcasting companies
- Knowledge of the development process for non-profit organizations

- Ability to travel within the Greater HOUSTON, TEXAS Area on a regular basis
- Ability to multi-task, be self motivated and take initiative
- Ability to share credit and take responsibility for actions
- Ability to Lead not just Manage
- Ability to lift up to 30 lbs., approximately three (3) times per week
- Ability to think clearly and manage multiple changing priorities, and remain pleasant and positive
- Ability to support people with difficult challenges
- Ability to navigate stairs multiple times during each work shift

- Computer literate
- including proficient with Microsoft Office Suite (Excel, Word, Powerpoint)

- Strong management skills (e.g., planning, motivating, organizing, innovating, etc.)
- Strong attention to detail
- Strong organizational, planning, and time management skills
- Strong critical thinking skills
- Good judgment.
- Strong communication skills (written and oral);
- Strong industry skills (programming, marketing, fund raising, etc.)

The Pacifica Foundation IS AN EQUAL OPPORTUNITY EMPLOYER

Pacifica Foundation does not discriminate on the basis of race, color, ancestry, religious creed, national origin, ethnicity, gender, age, marital status, disability, medical condition, or sexual orientation. Women and minorities are encouraged to apply.

Send Applications to:
KPFT Management Search and Review Committee
GMSearch@kpft.org

Job Description Recommended by:	MSRC Committee
Date approved:	5/8/2017
Job description was last reviewed:	5/8/2017