

**Native Broadcast Enterprise
An Enterprise for the Navajo Nation
JOB ANNOUNCEMENT**

TITLE: <i>General Manager</i>
SALARY: <i>Salary is commensurate with qualifications and experience.</i>
LOCATION: <i>St. Michaels, Arizona</i>
OPENING DATE: <i>December 23, 2021</i>
CLOSING DATE: <i>January 21, 2022</i>

Position Summary:

Under direct Supervision of the Board of Directors, manages the operation of the station and ensure it is profitable and professionally managed at all times. Maintains confidentiality of all privileged information.

Minimum Qualifications:

- Bachelor's degree in Business, Communications or Public Administration or related field, plus seven years' progressive experience in radio stations and five years in a supervisory capacity; or equivalent combination of education and experience
- At least two years' experience in preparing or assisting in the preparation of budget, financial statements and audits. Experience with QuickBooks and bookkeeping preferred
- Two years' experience in reviewing and negotiating vendor, consultant and/or talent contracts
- Valid Driver's License (subject to Motor Vehicle Record Review)
- No previous allegations or convictions of misappropriation of funds or embezzlement. May be requested to complete a background check or credit check necessary to comply with organization's existing contractual agreements.

Essential Duties & Responsibilities:

- Oversees profits and losses of organization to achieve profit and volume objectives.
- Reviews analyses of activities, costs, operations, and forecast data to determine stations progress toward stated goals and objectives.
- Establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary.
- Oversees programming and sales departments and directs marketing, accounting and engineering programs to reviews operating reports, resolve operational and facility problems, to ensure minimum costs and prevent operation delays and to meet future growth.
- Execute operational policies and procedures to achieve profit and volume objectives.

- Responsible for employee development and the staffing of all departments with qualified, well-trained personnel.
- Represents the organization at various community and/or business meetings; promotes existing and new programs and/or policies.
- Leads managers in the identification of operational problems and implements policies and procedures to solve such problems.
- Oversees the maintenance of current facilities and towers.
- Develops or supervises the development of statistical data for budgets and audits.
- Directs and assists with payroll.
- Develops short-term and long-term strategic planning.
- Maintains a good communication with co-workers and maintains a positive and professional work environment.
- Informs all matters involving operational capital to the Board of Directors.
- Employs, terminates, trains, and promotes employees in all departments when necessary.
- Complies with provisions of all applicable tribal, state and federal regulations.
- Responsible for the developing of the internal operation procedures.
- Develops an adequate system of internal accounting and operational controls, which allow for the preparation of accounting statements and audited financial statements in accordance with Generally Accepted Accounting Principles.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of principles and practices of public relations, promotions, and marketing in a customer service environment.
- Knowledge of computer utilization in business and accounting operations.
- Knowledge of theories, principles and practices of management.
- Ability to appropriately represent the organization to the public, the media and Tribal Officials.
- Ability to write reports and business correspondence.
- Ability to communicate effectively, both verbally and in writing and with confidence presenting to large or small groups.
- Ability to direct an organization.
- Ability to present complex presentations and reports.
- Ability to solve complex problems and deal with a variety of indistinct variables.
- Ability to exercise independent judgment.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Skill in public speaking and diplomacy.

- Skill in strategic planning and direction.
- Skill in fiscal management.

TO APPLY: The following documents must be entirely completed to be considered for employment:

- NBE Employment Application
- Resume
- Copy of Certificates/Diploma
- Copy of current and valid Driver's License

Submit documents in a sealed envelope, stamped "General Manager Position" to Native Broadcast Enterprise Board of Directors, Chairperson PO Box 2569 Window Rock, Arizona 86515. The completed NBE Employment Application, Resume, copy of Certificate/Diploma and copy of Driver's License must be received by NBE on or before 3:00 P.M., December 3, 2021.

Native Broadcast Enterprise KTNN, KWRK, KCAZ, & KKNS Radio complies with the requirements of the Navajo Preference in Employment Act ("NPEA"), reserves the right to determine whether an applicant possesses "necessary qualifications" under the NPEA and is committed to employing diverse staff.