

## PACIFICA GENERAL MANAGER

### DEFINITION:

The General Manager will work under the supervision of the Executive Director. This is a full-time exempt management position.

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.

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### QUALIFICATIONS:

**Education:** Degree in broadcasting, business, or similar education.

**Experience:** Minimum of six (6) years of related actual job experience, preferably in public broadcasting.

**Skills and Abilities:** Emphasis on communication skills (written and oral); management skills (e.g., planning, motivating, organizing, innovating, etc.); and industry skills (programming, marketing, fund raising, etc.) Must be detail oriented. Bi-lingual English/Spanish a plus \*(KPFK ONLY)

**Physical Abilities:** Must be able to navigate stairs during each work shift. \*( KPFK ONLY)

**Additional Skills and Characteristics:** Ability to think clearly and manage multiple changing priorities, and remain pleasant and positive. Requires critical thinking and the ability to support people with difficult challenges. Requires good judgment.

**Arbitration Agreement:** Agreement to binding arbitration is a requirement of acceptance of this position. As the exclusive means of resolving any disputes arising pertaining to this employment agreement, or yourself, including any tort claims, you may submit any dispute to arbitration administered by an accredited arbitration company, under its rules and procedures, and each party hereby consents to any such dispute being so submitted. Judgment on the relief rendered in any such arbitration may be entered in any court having jurisdiction.

The Pacifica Foundation shall bear the costs of the arbitrator, but the parties shall bear their respective costs for all other expenses in bringing or defending the arbitration petition.

**STATUS:** REGULAR FULL TIME

**BENEFITS:** MEDICAL, DENTAL, LIFE, DISABILITY & VACATION (Upon Completion of Introductory Status)

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### CORPORATION

The Pacifica Foundation is a California Non-Profit Organization which operates five radio stations. The Mission of the Pacifica Foundation includes operating radio stations which will provide outlets for the creative skills and energies of the community. To engage in activities that shall contribute to a lasting understanding between nations and between the individuals of all nations, races, creeds and colors; to gather and disseminate information on the causes of conflict and to promote the study of political and economic problems and of the causes of religious, philosophical and racial antagonisms to promote the full distribution of public information, to employ varied sources in the public presentation of accurate, objective, comprehensive news on all matters vitally affecting the community.

Corporation services are provided in Berkeley, CA; North Hollywood, CA; Washington, D.C.; Houston, TX and New York, NY.

Full Pacifica Mission Statement: <http://www.Pacifica.org>

## DUTIES & RESPONSIBILITIES Included, but not limited to:

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| 1. In collaboration with the CFO, the Executive Director, and the Business Manager, prepare the station's annual budget and present it to the Local Station Board (LSB) and Pacifica National Board (PNB).  | 9. Establish, maintain, and review programming goals and services to ensure that they align with Pacifica's Mission, commitment to peace, social justice and diversity as stated in the Bylaws.   | 19. Conduct annual evaluations of paid staff.  |
| 2. Maintain the fiscal integrity of the station through excellent quality programming that meets community needs, increasing membership, profitable fundraising activities, sound budget management, and compliance with Pacifica National Board and Pacifica National Office policies and practices. | 10. Oversee technical broadcast operations and program content, delivery, format, and schedule.   | 20. Negotiate trade union contracts, handle grievance process, and manage union employees.   |
| 3. Prepare station budget and reports for revenue and expense oversight and ensure that a balanced budget is maintained for the station. Comply with Board and National Office guidelines.  | 11. Ensure completion of and compliance with necessary public filed reports, annual CPB Station Activity Surveys, FCC license renewal applications, EEOC mandates, charity registration with state Attorney General, OSHA regulations, and all other necessary local, State and Federal filing. | 21. 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 handbook, union contracts, and whistle blower policy.  |
| 4. Ensure transmitter function and compliance with all necessary local, state and Federal laws and regulations.   | 12. Ensure that a functional Community Advisory Board (CAB) is in existence at all times, per CPB guidelines.   | 22. Ensure that public safety measures are in place at the station for paid and unpaid staff, members of the general public, and visitors. Insure that sexual harassment and diversity sensitivity training is completed by all staff in compliance with California state law. |
| 5. Ensure maintenance of physical plant in conjunction with the Chief Engineer and Operations Manager.  | 13. Attend Pacifica National Board meetings four times a year.  | 23. Represent the station and Pacifica at public forums. Handle media relations for the station.   |
| 6. Ensure program content complies with all necessary State and Federal laws, regulations, and requirements as well as the Pacifica Bylaws and other Pacifica programming policies and requirements including the commitment to peace, social justice and diversity.                                  | 14. Serve as a non-voting member of the station's LSB, attending once per month as an ex-officio member.  | 24. Broadcast monthly reports to the listeners with time allotted for listener call-ins.   |
| 7. In coordination with the Program Director, present an annual program report to the Executive Director, Local Station Board, and Pacifica National Board regarding programming as it conforms to Pacifica's Mission, PNB policies, and National Office priorities and/or goals.                     | 15. Select a regular Program Director from a pool of candidates presented by the station's Local Station Board.   | 25. Managing on air fund drives and devising with the Development Director, a strategy and plan for fundraising in and outside the station.  |
| 8. The General Manager must oversee the Program Director to ensure continual improvement in programming content, goals, initiatives and quality in conformity with the Pacifica Mission so that it attracts a growing and diverse listenership.   | 16. Work with the National and Local Elections Supervisors to implement Pacifica governance election procedures and policies. Communicate Fair Campaign Provisions to staff and ensure they are implemented. Provide office facilities to the Local Elections Supervisor.                       | 26. Devise, with the Development Director, a strategy and plan for fundraising in and outside the station.   |
|   | 17. Report to the PNB quarterly on the status of the diversity of station staffing, programming and audience (data permitting) within the radio station signal area.  | 27. Ensure that the station has a functioning website.   |
|   | 18. Supervise all station staff, paid and unpaid. Maintain records updated monthly of all paid and unpaid staff, records to include program affiliation and work assignments.   | 28. Maintain publication of programming schedules on the station's websites and in other appropriate venues.   |
|   |   | 29. Maintain publication of appropriate station and network information, including those required by law (i.e., EEOC) or by policy.  |
|   |   | 30. Other duties as assigned.  |