

**ALAMO NAVAJO SCHOOL BOARD, INC.  
POSITION DESCRIPTION**

**TITLE:** Producer/Announcer      **EMPLOYMENT TERM:** 12 month  
**DIVISION:** Radio Station      **DEPARTMENT:** Radio Station  
**EXEMPT/NON-EXEMPT:** Non-Exempt      **FUNDING SOURCE:** Radio Operations/CPB

**QUALIFICATIONS:**

- High School Diploma or GED
- One or more years successful experience in working in a broadcast station as producer.
- Must be Fluent in both written and oral English Language.
- Must be fluent in oral Navajo Language.

**INDIAN PREFERENCE:** Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

**ADDITIONAL PREFERENCE:**

- Training related to English, Writing, Communications, related communications area
- Skills and one year experience in radio broadcast field.

**SUPEVISED BY:** Radio Station Manager

**SUPERVISES:** None

**PAY RANGE:** Minimum Wage with upgrade to Grade C upon attaining one year experience in the position.

**WORKING HOURS:** Scheduled by supervisor

**LUNCH HOUR:** Scheduled by supervisor.

**POSITION GOAL:** To provide news, information, educational programming, and entertainment to KABR listeners.

**DUTIES & RESPONSIBILITIES:**

1. Support and efficiently carries out responsibilities in accordance with Alamo Navajo Schools Board, Inc. Policies and Procedures.
2. Represents Alamo Navajo School Board, Inc. in a manner reflecting professionalism and which enhances community understanding of the program.
3. Protects the confidentiality of students & personnel information.
4. Maintains a high personal standard of professional and ethical conduct. Accepts professional responsibility for keeping informed on current educational topics and advancements.
5. Performs other duties with the primary intent and purpose of carrying out the commitments of ANSB, Inc. to the funding agency or agencies which support this position and the funding agency or agencies which support this position and the programs managed, as expressed in

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the goals, objectives, and descriptions of methods and activities incorporated in funding documents.

6. Deals with funding agency personnel only through, or with the knowledge and authorization of the ANSB, Inc. supervisory chain of command.
7. Performs broadcast announcing and program production services as assigned, Including:
  - a) Collecting and writing daily community news reports and announcing the news in Navajo and English.
  - b) Conducting on-air interviews at the studio or through remote broadcasts.
  - c) Recording daily feeds of selected programming via satellite, telephone, or other telecommunication systems.
  - d) Maintaining the tape, records and cart library.
  - e) Recording incoming and outgoing FCC signals.
  - f) Engineering shows and following the program schedule, keeping listeners informed of what is being played and what is coming up.
  - g) Producing public service announcements and KABR ID's.
  - h) Taking phone calls and accurate messages.
  - i) Producing local on a weekly basis.
  - j) Assisting in the promotion of the radio station, its programs, and enlistment of underwriters.
8. Represents the program managed to clients and members of the public in a manner which reflects credit to ANSB, Inc.: empowers Alamo community members and leaders with un-biased information and programming that increase their decision-making skills; and enhances community.
9. Provides for won professional growth through ongoing program of reading, and as scheduled by the supervisor, accepts and actively participates in training related to the job. Makes use of knowledge learned on the job.
10. Performs other duties as may be assigned by the supervisor.

**SPECIAL CONDITIONS:**

Position subject to finger printing and a criminal/character background investigation.

**EVALUATION:** Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

**CERTIFICATION**

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date