

# Position Description News Director KSFR

## Summary

Leads KSFR's award winning news team in support of KSFR's mission. Oversees production and on-air anchoring of radio newscasts and public affairs programs, exploring (and adopting if appropriate) new approaches (including expanding our news focus to include additional communities within our coverage area) **while maintaining KSFR's high professional and ethical standards**. Takes lead role in assigning coverage for new stories; and covers and prepares news stories for broadcast. Supervises staff reporters, on-call reporters, and news volunteers.

## Duties and Responsibilities

1. Directs the gathering and production of news content on-air and online. Leads the use of digital tools to enhance news gathering and dissemination.
2. Supervises and oversees the training of department personnel, including students, interns, and volunteers.
3. Generates assignments and evaluates news leads and news tips to develop stories. Ensures the accuracy of news programs.
4. Gathers and verifies factual information regarding stories through interview, observation and research.
5. May edit news material and reporter submissions; prepares and writes stories according to prescribed editorial style and format standards.
6. Serves as fill-in host.
7. Interacts with senior management in the development, implementation and maintenance of policies, objectives, short-and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals.
8. Monitors equipment usage and ensures the maintenance of equipment inventories.
9. Participates in the development and management of annual operating budgets and provides fiscal input to the unit.
10. Ensures compliance with federal, state, and local regulations governing news coverage.
11. Performs miscellaneous job-related duties as assigned.

## Minimum Job Requirements

Bachelor's degree with 1 to 3 years experience directly related to the duties and responsibilities specified.

## Knowledge, Skills and Abilities Required

- Ability to supervise and train employees (both paid and volunteer), to include organizing, prioritizing, and scheduling work assignments.
- Ability to communicate effectively, both orally and in writing.
- Ability to utilize on-air and online techniques/procedures, protocols, and standards.
- Knowledge of editorial and ethical standards for the research and development of journalistic articles and/or presentations and the ability to assure compliance.
- Knowledge of news and public affairs radio program production.
- Ability to collect, evaluate, and adapt news and public affairs items for incorporation into on-air and/or online content.
- Ability to make broadcast programming decisions within defined parameters.
- Knowledge of laws, regulations, conventions and protocols relating to the delivery of news and public affairs content.
- Skill in the use of journalistic research and methods and techniques.
- Knowledge of budget preparation, cost estimating, monitoring, and fiscal management principles and procedures.
- Journalism writing skills
- Ability to develop and deliver news reports and programs on-air and online.
- Knowledge of broadcast and web-based journalism principles and techniques.

## Conditions of Employment

- A valid driver's license is required.
- Work, may on occasion, require travel throughout the state.

## Working Conditions and Physical Effort

- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Work is normally performed in a typical interior/office work environment.

## How to apply

Individuals who are interested and qualified must email a resume that includes information as to how they meet the stated job requirements to Station Manager George Weston ([gweston@ksfr.org](mailto:gweston@ksfr.org)) by Noon on Feb. 7, 2014.