

POSITION TITLE: Media Director

DEPARTMENT: Media

LOCATION: Federal Building – Tahlequah

REPORTS TO: Tribal Administrator

STATUS: Full-Time, Exempt

PAY: BOE

EXTERNAL OPENING DATE: 11/4/2023

EXTERNAL CLOSING DATE: Until Filled

Summary of Duties and Responsibilities

Oversees production of Tribal newspaper and social media posts. Directs the assignment of coverage for news stories; and covers and prepares news stories for publication. Provides editorial decision making and guidance to ensure compliance and accuracy, and that deadlines are met in a fast-paced environment. Must attend and livestream monthly Council meetings. Supervises all media staff.

Responsibilities Requirements

1. Must pass a background check prior to employment and every 5th year thereafter. Applicants must not have any misdemeanor or felony offenses related to abuse, Domestic Violence, neglect, or endangerment or any offenses related to dishonesty or theft.
2. Must comply with all Health policies established by the Tribe.
3. Proven ability, in prior positions, to exercise good judgement in stressful situations.
4. Excellent attendance record in previous positions.
5. Excellent employment references from previous positions.
6. Ability, aptitude, and willingness to work consistently in a professional manner.
7. Must maintain absolute confidentiality of sensitive information.
8. Must possess and maintain a valid Driver's license at the time of application and during employment.
9. Ability to keep legible and accurate records.
10. Ability to establish and maintain effective working relationships with other employees, staff, and the public.
11. Directs the gathering and production of news content for publication and digital platforms, leveraging the use of digital tools to enhance news gathering and dissemination.
12. Supervises personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
13. Ensures compliance with UKB policies and federal, state, and local regulations governing news coverage.
14. Generates assignments and evaluates news leads and news tips to develop stories.

15. Gathers and verifies information regarding stories through interview, observation, and research; ensures the accuracy of news programs.
16. Edits news material and reporter submissions; prepares and writes stories according to prescribed editorial style and format standards.
17. Interacts with administration 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.
18. Participates in the development and management of annual operating budgets.
19. Monitors equipment usage and ensures the maintenance of equipment inventories.
20. Performs miscellaneous job-related duties as assigned.

Education/Qualifications

1. Bachelor's degree in communications, journalism, mass media, or related field; at least 3 years of experience directly related to the duties and responsibilities specified.
2. Minimum of 3 years of supervisory experience.

Supervisory Responsibilities

1. Supervises all media staff.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, sit stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds.

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe. The United Keetoowah Band of Cherokee Indians in Oklahoma reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the United Keetoowah Band of Cherokee Indians in Oklahoma are subject to a 60-day introductory period. To apply, submit an application, resume, and signed position description no later than 4:00 pm on the closing date to: Human Resources Department, 18300 W Keetoowah Circle Tahlequah, OK 74464 or to sthompson@ukb-nsn.gov or via fax at (918)414-4005. For more information, visit our website at www.ukb-nsn.gov Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Sign and Return job description with application packet. Application packets are not maintained after the position is filled. A new application is required for each position applied for.

Applicant Signature

Date