

General Manager-Allegheny Mountain Radio

The General Manager for Allegheny Mountain Radio reports to the Pocahontas Communications Cooperative Corporation Board of Directors and will serve as the senior staff person of the organization. As outlined in the AMR Organizational Chart, the General Manager will guide and direct staff activities, interface with the Board of Directors and serve as liaison between the Board and Staff. The General Manager will assist in the development of policy for programming and fundraising activities. The General Manager will have a complete understanding and knowledge of AMR's operations, business plans and long-term goals.

Primary responsibilities of the AMR General Manager include but are not limited to the following:

- Report directly to the Pocahontas Communications Cooperative Corporation Board of Directors

- Act as a liaison between the Board, the staff, and volunteers of the organization

- Have overall strategic and operational responsibility for Allegheny Mountain Radio

- Keep up-to-date with FCC, NPR and other organization's rules and regulations

- Prepare various annual and quarterly reports

- Insures AMR stays in compliance with FCC requirements

- Maintains the AMR Public Files

- In conjunction with the President of the Board of Directors will assist in the development of agenda items, reports to the Board and attend all Board meetings

- Represent the organization to the public through both written and oral communication

- Assist in the development of the AMR budget. Manage and track expenditures to insure the successful implementation and administration of the annual budget

- Ensure ongoing local programming, fundraising and communications

- Active engage with, motivate and guide staff and volunteers

- Other duties as assigned by the PCCC