Title: FM Traffic Associate  
Reports to: Traffic Manager  
FSLA Status: Non-exempt  
Version: 1.0

The primary duty of the FM Traffic Associate is to assist in the scheduling and maintaining Corporate Support spot placement and log reconciliation for both radio and digital platforms. The FM Traffic Associate collaborates and communicates with other AKPM departments and colleagues to ensure cooperation and appropriate assignments for all Radio development, corporate support and log activities.

AKPM is the source for NPR radio and PBS television for Southcentral Alaska and stewards the public media statewide news collaboration.

Essential Functions:

The FM Traffic Associate will:

- Produce daily logs for KSKA, following Log Deadlines schedule. The daily log should be complete with no changes necessary in the automation playlist (ENCO) other than breaking news or national program changes.
- Produce daily reconciliation reports for KSKA. Any changes made in ENCO must be reflected in the FM traffic system for reconciliation purposes.
- Maintain corporate client database in FM traffic system.
- Monitor Trello workflow for local messages.
- Enter and maintain contracts and flights for break content including sponsorship, development and station messages, and promos to ensure broadcast on radio and digital platforms when contracted.
- Review existing sales contracts for accuracy.
- Schedule make-goods when necessary.
- Manage the FM traffic system and workflow to ensure program schedule is accurate and up to date, including program format changes.
- Maintain operating elements in traffic software and ensure it accurately reflects the radio automation system library.
- Include required FM programming information in daily log (i.e. Weekly EAS test, KSKA Days, Promos, station id’s, etc.) and follow established station guidelines for sound and identity.
Duties and Responsibilities:

In addition to the above functions, the FM Traffic Associate will:

- Complete and submit quarterly FCC Reports
- Submit annual ASCAP and BMI reporting logs for KSKA.
- Perform backup traffic for TV and Statewide News
- Fill in as board operator, as needed
- Other duties as assigned.

Required Minimum Qualifications:

- Commitment to mission, vision, and values of Alaska Public Media.
- High school/GED and 2 years relevant experience
- 2 years heavy database experience.
- Must communicate in English both verbally and in writing

Desired Qualifications:

- Working knowledge of basic programming traffic systems for NPR/public radio
- Bachelor’s degree in radio broadcasting or commensurate.
- Comfort working with 24-hour military time and converting between timezones.

Allowable Substitutions
If necessary, alternative combinations of education and experience will be evaluated by the Human Resources Office for comparability.

Competencies:

- Act in accordance with AKPM policies.
- Support AKPM compliance efforts with FCC, CPB, NPR and PBS rules and regulations
- Communicate effectively.
- Working knowledge of Microsoft Word, Excel, Google Drive, Trello and traffic database entry
- Ability to use internet, email
- Ability to maintain accurate and detailed records
- Ability to organize and prioritize work
- Maintain regular and reliable attendance on the job
- Apply critical thinking and problem solving skills.
- Maintain positive relationships with both internal and external customers.
- Demonstrate consistent outstanding customer service.
Physical Demands

- Requires visual concentration on detail
- Maintain confidentiality and sensitivity
- Must be able to sit for long periods of time
- Must exercise good judgement for the prompt completion of responsibilities
- Must demonstrate ethical behavior
- Must retain information and apply critical thinking processes to their work
- Experience frequent interruptions
- Must be able to work on a computer, phone and other office equipment

Employee Expectations:
Must be able to work in a constantly changing environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands while seeking supervisory assistance as appropriate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is regularly required to stand, walk and sit; use hands to handle or feet; reach with hands and arms; talk and hear. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 40 pounds.

Work Environment:

The work environment characteristics described here are typical of a television/radio broadcast office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

Alaska Public Media is an equal opportunity employer.

I, __________________________, received a copy of this job description on ____________________.

(Print Name) (Date)

Employee’s signature_________________________________________________________