



The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 08/21/23
CLOSE: Until
Filled

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: KLAMATH NEWS REPORTER/EDITOR

RESPONSIBLE TO: Tribal Public Relations Director

SALARY: Step Range: 15-25; Full Benefits
Salary Range: \$41,687 - \$56,024
Hourly Range: \$20.04 - \$26.96

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: Klamath Tribes Administration
501 Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: N/A

POSITION OBJECTIVES

The Reporter/Editor is responsible for accurate and timely reporting of Tribal news through the publication and distribution of the *Klamath News*, as well as producing Tribal brochures and posters.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serve as the main point of contact for *Klamath News*. Manage **Klamath News** email correspondence. Initiate or reply to correspondence regarding material published or being considered for publication.
2. Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements. Allocate print space for story text, photos, and illustrations according to space parameters and copy significance, using knowledge of layout principles
3. Develop story or content ideas, considering reader or audience appeal; coordinate

the selection and preparation of written material for the publication of the *Klamath News*. Check reference materials, such as books, news files, or public records, to obtain relevant facts. Select material most pertinent to story, and organize this material into appropriate format.

4. Research a story's background information to provide complete and accurate information. Personally, interview individuals and attend gatherings to obtain items for publication, verify facts and clarify information, correct spelling of names, etc.
5. Take pictures or video, and process them for inclusion in a story.
6. Assemble, proofread, evaluate material submitted for publication, and revise work to meet editorial approval or to fit time or space requirements.
7. Develop a standard operating procedure for program processes.
8. Organize overall and individual page layouts, and select type of print. Use desk top publishing software and equipment to design and layout stories, photos, advertisements, etc.
9. Coordinate the distribution/mailout of the *Klamath News*. Set, prepare and meet deadlines for all pre-press, layout, printing, and newsletter mailout.
10. Manage the *Klamath News* mailing list. This includes updating address changes and printing address labels for the mail-out using a 1st class automated software program.
11. Provide Klamath News subscription free of charge to all Tribal Member Households. For cost effectiveness, ensure only one free subscription per Tribal Member household address.
12. Disseminate Tribal news through appropriate email news list serves, as directed.
13. Assist with print-media production for Tribal events, including but not limited to, photography, design concept, copy, and print production.
14. Maintain production process for other publications, brochures, pamphlets, and etc. utilizing computerized desktop publishing software such as; In-Design, Photoshop, and Microsoft Word. This includes the coordination of outside vendors for other printing and production purposes.
15. Assist the Tribal Public Relations Director with duties related to public communications for the Tribe.

16. The incumbent will be called upon to accomplish other tasks within the scope of work.

SUPERVISORY CONTROLS

The Tribal Public Relations Director is the direct supervisor who defines and establishes the overall objectives. Employee works independently, resolving normal conflicts according to established procedures and past experience. Employee exercises initiative in researching answers and solving problems using judgment based upon previous training, experience, and instructions. Unusual, new, or complex assignments which require deviation from past experience or precedents are discussed with supervisor

KNOWLEDGE, SKILLS, ABILITIES

Ability to establish and maintain effective personal relationships in a work situation with supervisors, co-workers, and the public. Must be able to communicate effectively with people of different managerial, economic, cultural, ethnic, and educational backgrounds.

Ability to use sound judgment in establishing work priorities requiring successful completion of organizational goals with the ability to handle heavy workload to meet objectives.

Ability to achieve objectives making sound decisions exercising judgment based on previous experience, training, and instructions.

Ability to listen to and understand information and ideas presented through spoken words and sentences. Ability to actively listen giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times

Able to communicate information and ideas when speaking so others will understand; convey information accurately and effectively.

Able to read and understand information and ideas presented in writing and to communicate information and ideas in writing so others will understand.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Extensive knowledge of proofreading principles.

Must be able to use a computer at an advanced skill level to perform various word processing, spreadsheet, database, publishing, and photo editing functions.

Knowledge in operating 35mm, digital, and manual cameras with basic knowledge of camera film, lighting specifications, and editing techniques.

Knowledge of graphic design, graphic identity, and pre-press principles. Skilled in editing, production, designing, and layout for publications.

Ability to perform complex work paying close attention to details to ensure accuracy.

Knowledge of bulk rate and 1st Class mail preparation.

Knowledge of local tourism & public relations.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.*)
- **REQUIRED** to possess an Associate Degree in Journalism, Communications, English, or related field; **OR** equivalent combination of job-related education and experience may be substituted for the degree. (*Copy of degree or transcripts must be submitted with application.*)
- **REQUIRED** to submit a substantial journalism writing sample with application. Document provided must reflect the applicant's ability to write professionally, clearly, and succinctly.
- **REQUIRED** to be proficient with computers; emphasis on Microsoft Word, Excel, database and network environment; with emphasis on publishing programs.
- **REQUIRED** to possess excellent oral and written communication skills.
- **REQUIRED** to be ethical and honest, as well as reliable, responsible, dependable and able to fulfil position obligations, including outside of normal work hours.
- **REQUIRED** to communicate and model respect for and towards all clients, Tribal members, Tribal officials, supervisors and co-workers.
- **REQUIRED** to work an alternate schedule, including weekends and evenings as necessary.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Graphic design and other artistic skills/abilities, preferred.
- Positive working experience with Native Americans in a related field, preferred.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)