

# Reporter



## News Reporter

Req. Number	Job Status	Owner	Shared With
KGMB003081	Active	Darlene Lee	Chris Archer

### Job Details

#### Job Overview

**Job Title:**  
News Reporter

**Department:**  
TV - News

**Location:**  
HI-Honolulu

**Job Classification:**  
Full Time

**Hiring Manager:**  
Chris Archer

**Priority:**  
High

**Career Level:**  
3-5 Years (Experience)

**Salary Range:**  
\$40,000 - \$55,000

**Salary Cap:**  
0

**Target Date:**  
3/16/2007

**Collect EEO Data:**  
Yes

#### Displayed On

Candidate Facing - Emmis Career Site

Internal only

Internal only

Internal only

Internal only

Internal only

Internal only

#### Job Description

KGMB9-TV is seeking an experienced news reporter who thrives in a team environment and is eager to contribute to a content-driven, clear, accurate, innovative and dynamic newscast. Duties include:

- Execute on-camera reporting of news in an accurate, objective, timely, concise and compelling

manner

- Excellent news judgment, written and verbal communication skills. Must be a skilled on-camera interviewer
- Experience reporting and coordinating live news segments and broadcasts on location
- Strong interpersonal skills including the ability to contribute in an on-camera and off-camera team environment
- Write crisp, fresh, and accurate copy in packages, leads, voice-overs, and VO/SOTs
- Find, pitch and research stories daily through phone calls, wire reports, and other reliable sources
- Ability to verbally communicate information both extemporaneously and from the printed page and Teleprompter
- Use and be familiar with newsroom computer software and control room equipment
- Be familiar with the advantages and limits of gathering news on the internet
- Be on time to editorial meetings
- Handle moderate to high stress on a regular basis
- College degree is required
- BA in Mass Communications or Journalism is preferred
- At least three to five years commercial news reporting experience
- Must be available to work nights and/or weekends

COMMUNICATIONS / KGMB9 IS AN EQUAL OPPORTUNITY EMPLOYER

**[ - ] Job Postings & URLs > [Edit](#)**

**Site: Candidate Facing - Emmis Career Site** - Posted | expires on 9/12/2007

- Job Application: [http://emmis.wfrecruiter.com/jobapp\\_candidate.asp?job\\_id=93267](http://emmis.wfrecruiter.com/jobapp_candidate.asp?job_id=93267)
- Job Description: [http://emmis.wfrecruiter.com/jobs\\_details1.asp?job\\_id=93267&Page\\_id=0&Published=1](http://emmis.wfrecruiter.com/jobs_details1.asp?job_id=93267&Page_id=0&Published=1)
- Job Referral: [http://emmis.wfrecruiter.com/jobapp\\_referrer.asp?job\\_id=93267](http://emmis.wfrecruiter.com/jobapp_referrer.asp?job_id=93267)

**Job Openings**

Open Date	Hire Date	Fill Date
3/16/2007 12:00:00 AM	-	-

**Notes** (Optional, Internal Only)





In this issue:  
Open enrollment begins today  
Nat'l Mag Awards  
Crystal nom for WIBC  
New technology newsletter

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**greatmedia.greatpeople.greatservice.®**

*For Monday, March 19, 2007*

**Stock Update**

Friday's close:	\$7.86
Previous week's close:	\$8.00
Change:	-\$.14
52-week range:	\$7.63 - 17.19

**Company news**

**OPEN ENROLLMENT STARTS TODAY!** See details under the EmmisPlan logo, below.

**NATIONAL MAG AWARDS.** Two Emmis titles have been nominated for National Magazine Awards, the Pulitzers of the magazine world. *Cincinnati* magazine is up for a prize in the Profile Writing category for Kathy Y. Wilson's November story, "Is Bill Cunningham a Great American?" about the Ohio conservative radio host and political kingmaker. This is the second nomination for *Cincy*; the magazine earned a nod in 2002 for its special issue on growing up young, black and male in the Queen City. *Texas Monthly* is up for one of the highest honors, General Excellence in its circulation category (250,000-500,000). *Texas* has received 52 nominations and has won nine awards in its history. The National Magazine Awards are given by the American Society of Magazine Editors. Our magazines are competing in their categories with *The New Yorker*, *The Atlantic Monthly*, *National Geographic*, *Vanity Fair* and other heavy-hitters. Winners will be announced May 1 in New York.

**CRYSTAL FINALIST.** The National Association of Broadcasters has announced that **WIBC-AM** is a finalist for the coveted Crystal Awards, recognizing radio stations for their outstanding year-round commitment to community service. WIBC is the only Emmis finalist this year; the Indianapolis station won the Crystal in 1998 and 2003. Winners will be announced April 17 at the NAB Convention in Las Vegas.

**NEWS RADIO ALL-STARS.** *Radio & Records* magazine has name Indy's **Tom Severino** and **Jon Quick** as News/Talk All-Stars in its March 9 special issue. As VP and market manager of the Indianapolis cluster, Severino is listed among only six "All-Star

Managers," while Quick, WIBC director of operations, is among only six "All-Star Programmers" honored.

**FESTIVAL PLAYERS.** Each year, the city of Austin hosts the nation's largest music-industry gathering, South By Southwest Music and Media Conference (SXSW), and Emmis Austin's radio team is always there to make a mark on the scene, with live festival broadcasts from **KLBJ-FM, 101X, KGSR, and Hot 93.3**. At last week's Austin Music Awards, the festival's opening event, KLBJ-FM's *The Dudley & Bob Show* took home Best Radio Program, and many other honors were picked up by the folks at KLBJ, KGSR and 101X. Click [here](#) for a complete listing of all of the radio awards.

**30 YEARS IN CHICAGO RADIO.** To kick off its 30th anniversary celebration, **The Loop** has launched an online museum featuring classic commercials, photos and promotional artwork from the past three decades (check it out here: <http://www.wlup.com/museum/>). The museum includes a gallery where listeners can submit their own photos and stories from their history with The Loop—one employee has posted a photo representing an episode that nearly got him fired.

**NEW TECH NEWSLETTER.** Throughout the year the Emmis technology team researches and analyzes new forms of technology and tech trends that affect our industries. And because changes come so quickly in this area, they've launched a new monthly newsletter to help managers and employees better understand what is on the horizon (you can find it here on the Wave: <http://portal.emmis.com/sites/technews>). The goal is to make the newsletter a starting point for conversations on how Emmis uses technology and responds to new products, systems and trends. The first issue explores how companies like Verizon, along with many city planners, are working to expand and simplify Internet access. A message board appears to the top right of the newsletter.

## emmisplan

**READY, SET...ENROLL!** Open enrollment begins today and continues through Monday, April 2. Now that you've received your 2007 Benefits and Open Enrollment Summary and learned about upcoming changes, it is your chance to act. (See page 24 of your booklet for a checklist of action items.) Eligible employees can enroll in health insurance and add or drop dependents. You can also enroll in the Flexible Benefits Plan, which allows you to set aside pre-tax money through payroll deductions for medical or dependent-care expenses. Make changes to your Health Plan election or enroll in the Flexible Benefits Plan using Self-Service. See page 22 of your benefits booklet for instructions. If you have a question the booklet does not address, please contact your business office or the HR Helpdesk at [hrhelp@emmis.com](mailto:hrhelp@emmis.com) or 866-366-4747.

**DO WE HAVE YOUR CORRECT ADDRESS?** Everyone enrolled in the Health Plan will be receiving new Anthem ID Cards around April 25. So while you are enrolling and/or making changes to your benefits, please remember to verify and update your address in Self-Service.

**NEW PARENTING LEAVE AND ADOPTION POLICIES POSTED.** The new policies are now incorporated into the Employee Handbook, available on the Wave. The following is a brief summary of the changes. See your business office if you have eligibility questions, or contact the HR HelpDesk at 866-366-4747.

- **Maternity:** Eligible employees may receive six, eight or 12 weeks of paid leave, depending on length of service.
- **Paternity:** Eligible fathers and adoptive secondary caregivers may receive five paid paternity days.
- **Adoption:** The cash reimbursement has increased from \$2,000 to \$3,500. Eligible adoptive parents may receive two, four or six weeks of paid leave, depending on length of service.

### **Job postings**

The follow jobs were posted the week of March 12. For descriptions, please visit [www.emmis.com](http://www.emmis.com).

**Marketing Promotions Manager, *Tu Ciudad*** (Los Angeles, LA)

**Director of Integrated Technologies, Indianapolis Radio** (Indianapolis, IN)

**Producer/On-Air, KROX** (Austin, TX)

**General Sales Manager, WRKS** (New York, NY)

**Account Executive, KGMB-TV** (Honolulu, HI)

**News Reporter—two positions, KGMB-TV** (Honolulu, HI)

### **Emmissayings**

This week's Emmissaying comes from **Cheryl Robb** of **Emmis Corporate**:

A man is a success if he gets up in the morning and goes to bed at night and in between does what he wants to do. —Bob Dylan

If you have questions or comments about the *Emmis Weekly Update*, please contact Jodi Wright ([jodi@emmis.com](mailto:jodi@emmis.com); 317.684.2971) or send an e-mail to Corporate Communication.

**Darlene Lee**

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**From:** Darlene Lee  
**Sent:** Friday, March 16, 2007 3:45 PM  
**To:** Stephanie Marshall  
**Subject:** FW: GMC - KGMB Hires

Hi Stephanie!

Please post the following on the weekly email notifications and the Emmis Newsletter.

- 1) KGMB9 Account Executive
- 2) KGMB9 Reporter

*Aloha,*

*Darlene Lee  
Executive Assistant  
KGMB9  
1534 Kapiolani Blvd.  
Honolulu, HI 96814  
Phone: (808) 973-9898  
Cell: (808) 779-6871  
Fax: (808) 973-9354  
dlee@kgmb9.com*

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**From:** Chris Rickenbach  
**Sent:** Friday, March 16, 2007 8:01 AM  
**To:** Darlene Lee; Rick Blangiardi  
**Subject:** FW: GMC - KGMB Hires

fyi

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**From:** Chris Rickenbach  
**Sent:** Thursday, March 15, 2007 11:07 AM  
**To:** Carrie Castle  
**Subject:** FW: GMC - KGMB Hires

FYI - you can begin posting for these positions

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**From:** Ray Schonbak  
**Sent:** Thursday, March 15, 2007 11:03 AM  
**To:** David Barrett  
**Cc:** Chris Rickenbach  
**Subject:** FW: GMC - KGMB Hires

David,

Gary Marshall of GMC has consented to the hiring of a sales/account manager requested 3/8/07 and a

news/reporter requested 3/8/07 for KGMB can you have the consent documents prepared for their signature. I have a signed fax indicating consent

If you have any questions give me a call

Thanks,

Ray

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**From:** Gary Marshall [mailto:[GGM.GMC@attglobal.net](mailto:GGM.GMC@attglobal.net)]  
**Sent:** Thursday, March 15, 2007 11:54 AM  
**To:** Ray Schonbak  
**Subject:** Re: GMC - KGMB Hires

Ray - Initialed KGMB hire consents on your FAX. If you have another doc please send via. email.  
Regards, Gary

Ray Schonbak wrote:

Gary,

Thank you.

Ray

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**From:** Gary Marshall [mailto:[GGM.GMC@attglobal.net](mailto:GGM.GMC@attglobal.net)]  
**Sent:** Thursday, March 15, 2007 11:27 AM  
**To:** Ray Schonbak  
**Subject:** GMC - KGMB Hires

Ray - Received KGMB hiring consent FAX will process back to you ASAP. Gary

Gary Marshall  
Greenlaw / Marshall Communications ("GMC")  
P.O. Box 1010  
Unionville, PA 19375

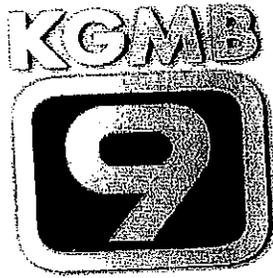
(610) 347-0500 (phone)  
(610) 659-4427 (cell)  
(215) 893-8300 (fax)

[GGM.GMC@ATTGlobal.net](mailto:GGM.GMC@ATTGlobal.net)

**CONFIDENTIALITY NOTICE:**

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Greenlaw / Marshall Communications, Inc



## Transmittal Memorandum

KGMB9 • 1534 Kapiolani Blvd. • Honolulu, Hawaii 96814 • Phone (808) 973-5462

<b>DATE:</b>	March 16, 2007
<b>TO:</b>	KGMB 9 Staff
<b>FROM:</b>	Darlene Lee, Executive Assistant
<b>RE:</b>	<b>JOB POSTING – News Reporter</b>

KGMB9-TV is seeking an experienced news reporter who thrives in a team environment and is eager to contribute to a content-driven, clear, accurate, innovative and dynamic newscast. Duties include:

- Execute on-camera reporting of news in an accurate, objective, timely, concise and compelling manner
- Excellent news judgment, written and verbal communication skills. Must be a skilled on-camera interviewer
- Experience reporting and coordinating live news segments and broadcasts on location
- Strong interpersonal skills including the ability to contribute in an on-camera and off-camera team environment
- Write crisp, fresh, and accurate copy in packages, leads, voice-overs, and VO/SOTs
- Find, pitch and research stories daily through phone calls, wire reports, and other reliable sources
- Ability to verbally communicate information both extemporaneously and from the printed page and Teleprompter
- Use and be familiar with newsroom computer software and control room equipment
- Be familiar with the advantages and limits of gathering news on the internet
- Be on time to editorial meetings
- Handle moderate to high stress on a regular basis
- College degree is required
- BA in Mass Communications or Journalism is preferred
- At least three to five years commercial news reporting experience
- Must be available to work nights and/or weekends

CONTACT CHRIS ARCHER, NEWS DIRECTOR

COMMUNICATIONS / KGMB9 IS AN EQUAL OPPORTUNITY EMPLOYER

Position: News Reporter  
Station/Agency: KGMB9  
Department: Sales  
Location: Honolulu, Hawaii  
Schedule: Regular, Full-time  
Date posted: March 15, 2007  
Closing Date: Open

**Job Purpose and Primary Functions:**

KGMB9-TV is seeking an experienced news reporter who thrives in a team environment and is eager to contribute to a content-driven, clear, accurate, innovative and dynamic newscast.

**Duties include:**

- o Execute on-camera reporting of news in an accurate, objective, timely, concise and compelling manner
- o Excellent news judgment, written and verbal communication skills. Must be a skilled on-camera interviewer
- o Experience reporting and coordinating live news segments and broadcasts on location
- o Strong interpersonal skills including the ability to contribute in an on-camera and off-camera team environment
- o Write crisp, fresh, and accurate copy in packages, leads, voice-overs, and VO/SOTs
- o Find, pitch and research stories daily through phone calls, wire reports, and other reliable sources
- o Ability to verbally communicate information both extemporaneously and from the printed page and Teleprompter
- o Use and be familiar with newsroom computer software and control room equipment
- o Be familiar with the advantages and limits of gathering news on the internet
- o Be on time to editorial meetings
- o Handle moderate to high stress on a regular basis
- o College degree is required
- o BA in Mass Communications or Journalism is preferred
- o At least three to five years commercial news reporting experience
- o Must be available to work nights and/or weekends

**Submit Application to:**

Please submit your profile and resume online at <http://www.emmis.com/jobs/index.aspx>. No phone calls please!

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[Return to Top Page](#)



Hawaii Association of Broadcasters, Inc.

P.O. Box 22112 • Honolulu, HI 96823-2112  
Phone: (808) 599-1466 - Fax: (808) 599-7784

**March 25, 2007**

To: Darlene Lee, KGMB9

FAX: 973-9354

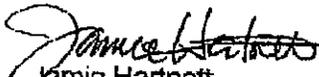
4 pages

Thank you for submitting the positions of **Account Executive** and **News Reporter** to the HAB EEO Clearinghouse. Attached is the confirmation report showing the release of this opportunity to numerous community organizations on **March 25, 2007** as well as a list of those organizations for your records and the cover letter that went out with the listing.

This position have also been added to our website job bank at [www.hawaiibroadcasters.com](http://www.hawaiibroadcasters.com) for additional exposure.

Please contact me at 550-9226 or e-mail [alohajh@aol.com](mailto:alohajh@aol.com) if the HAB can assist you further in distributing employment announcements for **KGMB9**.

Sincerely,

  
Jamie Hartnett  
HAB Executive Director



Hawaii Association of Broadcasters, Inc.

P.O. Box 22112 • Honolulu, HI 96823-2112  
Phone: (808) 599-1455 • Fax: (808) 599-7784

**March 26, 2007**

7 pages including cover

Attn: Job Placement Manager:

Attached please find listings for **six** job openings at **five** of the Hawaii Association of Broadcasters' member stations.

**All responses should be directed back to the stations, not to the association. In many cases, there will be no phone number listed as the station requests responses via mail or Internet only.**

***These are not jobs at the Hawaii Association of Broadcasters so please direct no applicants to the HAB.***

Included in this fax:

- 1) KITV4 – News Producer
- 2) KHON2 – News Weather Person/Reporter
- 3) KGMB9 – Account Executive
- 4) KGMB9 – News Reporter
- 5) KIKU TV – Operations Manager
- 6) Visionary Related Entertainment – Various Radio Positions

If you need more information about these positions, please contact:

KITV – JoAnn Alama at 535-0400, KHON – Lori Silva at 591-2222, KGMB - Darlene Lee at 973-5462, KIKU TV – Pauline Lee at 847-2021 and VRE – Kuulei Park at 948-9463.

Call me with any other questions at 550-9226 or e-mail [alohajh@aol.com](mailto:alohajh@aol.com)

Sincerely,

A handwritten signature in black ink, appearing to read 'Jamie Hartnett', is written over the typed name.

Jamie Hartnett  
HAB Executive Director



Hawaii Association of Broadcasters, Inc.

P.O. Box 22112 • Honolulu, HI 96823-2112  
Phone: (808) 599-1465 • Fax: (808) 599-7784

**EQUAL OPPORTUNITY RECRUITMENT OUTLETS  
THE HAWAII ASSOCIATION OF BROADCASTERS, INC.**

(updated 8/28/06)

<u>ORGANIZATION</u>	<u>FAX#</u>	<u>SPEED#</u>
1. BYU-Hawaii Job Placement	293-3975	(23)
2. <del>Child and Family Services</del>	<del>548-8487</del>	<del>(33)</del>
3. Chaminade University Career Services	735-4752	(12)
4. EEO Commission (Federal)	541-3390	(14)
5. Goodwill Industries of Honolulu	521-1136	(15)
6. HCC Job Placement	845-9122	(25)
7. Hawaii Community College	808-974-7689	(28)
8. Hawaii Job Corps	259-7907	(24)
9. Honolulu Employment Agency	533-3537	(26)
10. Honolulu University	946-3534	(27)
11. HPU Job Placement	544-9337	(03)
12. JEMS Pearl Harbor	473-1402	(10)
13. Job Help Store	675-0011	(16)
14. KCC Job Placement	734 9456	(17)
15. LCC Job Placement	455-8804	(05)
16. Native American Journalists Association	910-443-1838	(31)
17. National Association of Hispanic Journalists	202-662-7144	(30)
18. YWCA of Oahu	531-8541	(22)
19. Senior Comm. Svc. Employment Program	521-4538	(19)
20. UH Philippine Studies	956-2682	(04)
21. UH Placement Center	956-4082	(06)
22. UH Student Equity	956-9240	(02)
23. Winners at Work	532-2108	(20)
24. Supporting Employment Empowerment (SEE)	792-8570	(07)
25. Columbia School of Broadcasting	947-3531	(11)
end		

**Darlene Lee**

**From:** Darlene Lee  
**Sent:** Friday, March 16, 2007 5:25 PM  
**To:** 'ALOHAJH@aol.com'  
**Subject:** Job Posting

Hi Jamie!

Please post the attached jobs to the HAB website as well as distribute to the appropriate agencies. Mahalo!



HAB - AE - KGMB9 - HAB - News  
March 15 20... eporter - KGMB9 - .

*Aloha,*

*Darlene Lee  
Executive Assistant  
KGMB9  
1534 Kapiolani Blvd.  
Honolulu, HI 96814  
Phone: (808) 973-9898  
Cell: (808) 779-6871  
Fax: (808) 973-9354  
[dlee@kgmb9.com](mailto:dlee@kgmb9.com)*

**HR/Payroll**

**Manager**



## Human Resources/Payroll Manager

<b>Req. Number</b> KGMB003098	<b>Job Status</b> Active	<b>Owner</b> Darlene Lee	<b>Shared With</b>
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### Job Details

#### Job Overview

**Job Title:**  
Human Resources/Payroll Manager

**Department:**  
Business Administration

**Location:**  
HI-Honolulu

**Job Classification:**  
Full Time

**Hiring Manager:**  
Carrle Castle

**Priority:**  
High

**Career Level:**  
3-5 Years (Experience)

**Salary Range:**  
\$55,000 - \$75,000

**Salary Cap:**  
0

**Target Date:**  
4/3/2007

**Collect EEO Data:**  
Yes

#### Displayed On

Candidate Facing - Emmis Career Site

Internal only

#### Job Description

EMMIS Communications (NASDAQ: EMMS) is a diversified media corporation with award-winning radio broadcasting, television broadcasting and magazine publishing operations in markets across the country. EMMIS is as well-known for its creative culture as for its operations. Our people are aggressive, knowledgeable and deeply committed to each of the communities in which we operate. Because employees are

the key to our success, EMMIS offers strong benefits and incentives, including health, vision, dental and life insurance, discount stock purchase plans and a 401(k) contribution plan. For more information about EMMIS, see our website at [www.emmis.com](http://www.emmis.com).

KGMB9 has a management opportunity to make a significant impact on the business while helping to grow our company.

**RESPONSIBILITIES:** All aspects of HR and Payroll, including personnel administration, benefits, payroll processing and performance management. Also responsible for risk management, labor union issues, month-end closing, commission calculations. Leadership skills and the ability to partner with other management to achieve business and workforce goals.

**QUALIFICATIONS:** Bachelor Degree in HR, Personnel Administration or equivalent experience. Minimum of 5 years of HR experience, knowledgeable in federal/state, wage and hour, employment laws. Experience in automated HR/Payroll/Time & Attendance system a plus. Proficient with Microsoft Word and Excel.

**TO APPLY:**

Please submit your resume and profile online. No phone calls please.

EMMIS COMMUNICATIONS IS AN EQUAL OPPORTUNITY EMPLOYER

[\[-\] Job Postings & URLs > Edit](#)

**Site: Candidate Facing - Emmis Career Site** - Posted | expires on 9/30/2007

- Job Application: [http://emmis.wfre recruiter.com/jobapp\\_candidate.asp?job\\_id=94805](http://emmis.wfre recruiter.com/jobapp_candidate.asp?job_id=94805)

- Job Description: [http://emmis.wfre recruiter.com/jobs\\_details1.asp?job\\_id=94805&Page\\_id=0&Published=1](http://emmis.wfre recruiter.com/jobs_details1.asp?job_id=94805&Page_id=0&Published=1)

- Job Referral: [http://emmis.wfre recruiter.com/jobapp\\_referrer.asp?job\\_id=94805](http://emmis.wfre recruiter.com/jobapp_referrer.asp?job_id=94805)

**Job Openings**

Open Date	Hire Date	Fill Date
4/3/2007 12:00:00 AM	-	-

**Notes** (Optional. Internal Only)  
New Position





In this issue:  
Lifetime Achievement for Lajos  
Dees joins the Hall of Fame  
Indy Radio swears off remotes

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greatmedia.greatpeople.greatservice.

For Monday, April 9, 2007

#### Stock Update

Thursday's close:	\$9.08
Previous week's close:	\$8.44
Change:	+\$0.64
52-week range:	\$7.63 - \$16.77

#### Company news

**LIFETIME ACHIEVEMENT AWARD FOR LAJOS.** Congratulations to **Lajos Boros**, co-host of Hungary's most popular morning team, *Bumerang*, on Sláger Rádió. Boros was one of a select group of Hungarians who recently received a Lifetime Achievement award from the Minister of Culture for his years of contribution to Hungary's musical and entertainment scene. He has had an important role in shaping the country's musical scene, both as a musician and a record company exec, and he has signed some of the most successful artists in the country, published books and hosted various radio and TV programs.

**DEES ENTERS THE HALL OF FAME.** L.A.'s **Rick Dees**, morning host at **Movin 93.9**, will be inducted into the National Association of Broadcasters' Hall of Fame April 17 during the NAB's Las Vegas Convention. The luncheon ceremony will also include the presentation of Crystal Awards for community service; Indy's **WIBC** is a nominee this year.

**INDY SWEARS OFF REMOTES.** Industry reaction was swift last week when Emmis Indianapolis announced the launch of [www.nomoreremotes.com](http://www.nomoreremotes.com), a site designed to dispel the myths associated with radio station remotes. "Remotes are the default setting for advertisers seeking added value, but the dirty little secret in our industry is they simply don't work," said Indy Director of Sales **Mike Cortese**. "The site demonstrates how we can replace a tired gimmick with a cool, custom and effective advertiser solution." Cortese said he's received calls from across the country about the idea.

**HOT 97 COMEDY SHOW.** New York's **HOT 97** put on a sold-out April Fools' Day Comedy Show earlier this month, featuring an all-star lineup. Headliners included the

station's own **Talent and Michael Shawn**, as well as Tracy Morgan, Tommy Davidson, John Witherspoon and others. You can watch a clip of the show and read a recap here: <http://hot97.com/aprilfoolscomedyshow/recap.aspx>.

**NEW LATE-FEE POLICY FOR AMEX CARDHOLDERS.** American Express's current policy is to charge a late fee on Corporate Card accounts that are approximately 60 days past due, and to charge additional late fees every 30 days afterward if any amounts remain delinquent. Effective with billing statements with a closing date on or after May 2, AmEx's new policy will be to charge the first late fee at approximately 45 days past due, the second late fee at approximately 60 days past due and additional late fees approximately every 30 days thereafter. The first late fee will be \$29 or 2.99 percent of the delinquent balance, whichever is greater. As before, late fees will be assessed only when the amount of delinquent charges is more than \$35.

**NEW SPAM FILTER COMING SOON.** Emmis entities will soon install a new spam and virus filter for incoming e-mail. This new, more efficient system gives individual users the ability to release quarantined e-mails (no need to contact computer support).

Implementations will start mid-April and are expected to conclude by June. You'll receive more information from your local IT techs.

**CORRECTION:** The link for supervisors to view 360s and send reminders is <http://360.portal.emmis.com/SuperReviewList.aspx>. If you have questions or problems with system, please contact your Generalist or Josh Plaskoff at [jplaskoff@emmis.com](mailto:jplaskoff@emmis.com).

### **Industry news**

**FEBRUARY RADIO REVENUE.** The Radio Advertising Bureau is reporting a 3-percent increase in February radio revenue, with local sales up 2 percent, national up 1 percent and non-spot up 11 percent. Excluding non-spot revenue, total local and national spot revenue grew by 2 percent.

## **emmisplan**

**MAY IS JUST AROUND THE CORNER.** The new health plan year begins next month. Take a little time to read through your 2007 Benefits and Open Enrollment Summary to make sure you know how the new Emmis Health Plan works. One important change is the new in- and out-of-network deductible. Your in-network deductible is increasing to \$500/individual and \$1,000/family. The out-of-network deductible is \$750/individual and \$1,500/family. The in- and out-of-network deductibles accumulate toward each other. Because deductibles are on a calendar year, they will not start over in May. Any amount you have already met toward your deductible this calendar year will be applied to the new deductible amounts. Please remember that using in-network providers saves you money. The provider directory can be found at [www.Anthem.com](http://www.Anthem.com).

**IT'S NOT TOO LATE TO UPDATE YOUR HMT.** By logging into MyAnthem and updating or completing the Health Management Tool (HMT), you can save up to \$130 annually on health insurance premiums. For instructions, see page 10 in your 2007 Benefits and Open Enrollment Summary. After completing your HMT, you'll receive the \$5-per-pay

discount beginning the second payroll following the month in which you complete your HMT.

**Job postings**

The following jobs were posted for the week of April 2, 2007. For descriptions please visit [www.emmis.com](http://www.emmis.com).

**Morning Show Producer, WQHT-FM (New York, NY)**

**Human Resource/Payroll Manager, KGMB (Honolulu, HI)**

**Programming Assistant, KPWR-FM - KZLA-FM (Los Angeles, CA)**

**Emmissayings**

This week's Emmissaying comes from **Ken Myers of Emmis Terre Haute:**

There are only two rules in life: Either know the answer, or know where to find it.

If you have questions or comments about the *Emmis Weekly Update*, please contact Jodi Wright ([jodi@emmis.com](mailto:jodi@emmis.com); 317.684.2971) or send an e-mail to Corporate Communication.

**Darlene Lee**

---

**From:** Nailah Petty

**Sent:** Monday, April 09, 2007 4:10 AM

**To:** Allison Barth; Andrea Finley; Angela H. Clawson; Cheryl Robb; Christopher Benson; Darlene Lee; Eileen Rosaly; Gary Thoe; George Depper; Gladys Levy; Holly Coleman; Jennifer Daugherty; Jennifer Turner; Jenny Munk; jobbank@nahj.org; Jodi Wright; Josh Plaskoff; Julie Clendenen; Kate Snedeker; Kennothe Vaughn; Kristen Miller; Lauren Laskowski; Lea Price; Margaret Kernan; Mary Lyon Jarman; Mickey Levitan; Mike Englebrecht; Myra Sanchez; Natalie Contos; Patricia Murphy; Patricia Robinson; Renee Greene; Sandra Madison; Shannon Curry; Sharon Anise; Traci Thomson

**Subject:** job postings

Good morning,

I apologize for not sending the new job openings this past Friday. Here is a list of them. Thanks.

Nailah.

**Morning Show Producer, WQHT-FM (New York, NY)**  
**Human Resource/Payroll Manager, KGMB (Honolulu, HI)**  
**Programming Assistant, KPWR-FM - KZLA-FM (Los Angeles, CA)**

4/9/2007



## Transmittal Memorandum

KGMB9 • 1534 Kapiolani Blvd. • Honolulu, Hawaii 96814 • Phone (808) 973-5462

<b>DATE:</b>	April 3, 2007
<b>TO:</b>	KGMB 9 Staff
<b>FROM:</b>	Darlene Lee, Executive Assistant
<b>RE:</b>	<b>JOB POSTING – Human Resources/Payroll Manager</b>

KGMB9 has a management opportunity to make a significant impact on the business while helping to grow our company.

**RESPONSIBILITIES:** All aspects of HR and Payroll, including personnel administration, benefits, payroll processing and performance management. Also responsible for risk management, labor union issues, month-end closing, commission calculations. Leadership skills and the ability to partner with other management to achieve business and workforce goals.

**QUALIFICATIONS:** Bachelor Degree in HR, Personnel Administration or equivalent experience. Minimum of 5 years of HR experience, knowledgeable in federal/state, wage and hour, employment laws. Experience in automated HR/Payroll/Time & Attendance system a plus. Proficient with Microsoft Word and Excel.

CONTACT CARRIE CASTLE.

COMMUNICATIONS / KGMB9 IS AN EQUAL OPPORTUNITY EMPLOYER

Position: Human Resources/Payroll Manager  
Station/Agency: KGMB9  
Department: Human Resources  
Location: Honolulu, Hawaii  
Schedule: Regular, Full-time  
Date posted: April 3, 2007  
Closing Date: Open

**Job Purpose and Primary Functions:**

KGMB9 has a management opportunity to make a significant impact on the business while helping to grow our company.

**RESPONSIBILITIES:** All aspects of HR and Payroll, including personnel administration, benefits, payroll processing and performance management. Also responsible for risk management, labor union issues, month-end closing, commission calculations. Leadership skills and the ability to partner with other management to achieve business and workforce goals.

**Qualifications Required:**

Bachelor Degree in HR, Personnel Administration or equivalent experience. Minimum of 5 years of HR experience, knowledgeable in federal/state, wage and hour, employment laws. Experience in automated HR/Payroll/Time & Attendance system a plus. Proficient with Microsoft Word and Excel.

**Submit Application to:**

Please submit your profile and resume online at  
<http://www.emmis.com/jobs/index.aspx>. No phone calls please!

EMMIS COMMUNICATIONS / KGMB9 IS AN EQUAL OPPORTUNITY EMPLOYER

[Return to Top Page](#)



Hawaii Association of Broadcasters, Inc.

P.O. Box 22112 - Honolulu, HI 96823-2112  
Phone: (808) 599-1455 - Fax: (808) 599-7784

**March 25, 2007**

To: Darlene Lee, KGMB9

FAX: 973-9354

4 pages

Thank you for submitting the positions of **Human Resources/Payroll Manager** to the HAB EEO Clearinghouse. Attached is the confirmation report showing the release of this opportunity to numerous community organizations on **April 8, 2007** as well as a list of those organizations for your records and the cover letter that went out with the listing.

This position have also been added to our website job bank at [www.hawaiibroadcasters.com](http://www.hawaiibroadcasters.com) for additional exposure.

Please contact me at 550-9226 or e-mail [alohajh@aol.com](mailto:alohajh@aol.com) if the HAB can assist you further in distributing employment announcements for **KGMB9**.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jamie Harnett', written in a cursive style.

Jamie Harnett  
HAB Executive Director



Hawaii Association of Broadcasters, Inc.

P.O. Box 22112 • Honolulu, HI 96823-2112  
Phone: (808) 599-1455 • Fax: (808) 599-7784

April 8, 2007

2 pages including cover

Attn: Job Placement Manager:

Attached please find a listing for a job opening at one of the Hawaii Association of Broadcasters' member stations.

All responses should be directed back to the station, not to the association. In many cases, there will be no phone number listed as the station requests responses via mail only.

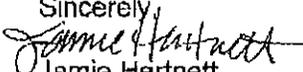
*These are not jobs at the Hawaii Association of Broadcasters so please direct no applicants to the HAB.*

Included in this fax:

- 1) **KGMB9 – Human Resources/Payroll Manager**

If you need more information about this position, please contact Darlene Lee at **KGMB9 973-5462**.

Please call me with any other questions at 550-9226 or e-mail [alohajh@aol.com](mailto:alohajh@aol.com)

Sincerely,  
  
 Jamie Hartnett  
 HAB Executive Director



Hawaii Association of Broadcasters, Inc.

P.O. Box 22112 • Honolulu, HI 96823-2112  
Phone: (808) 599 1456 • Fax: (808) 599-7784

## EQUAL OPPORTUNITY RECRUITMENT OUTLETS THE HAWAII ASSOCIATION OF BROADCASTERS, INC.

(updated 8/28/06)

<u>ORGANIZATION</u>	<u>FAX#</u>	<u>SPEED#</u>
1. BYU-Hawaii Job Placement	293-3975	(23)
2. <del>Child and Family Services</del>	<del>548-5487</del>	<del>(00)</del>
3. Chaminade University Career Services	735-4752	(12)
4. EEO Commission (Federal)	541-3390	(14)
5. Goodwill Industries of Honolulu	521-1136	(15)
6. HCC Job Placement	845-9122	(25)
7. Hawaii Community College	808-974-7689	(28)
8. Hawaii Job Corps	259-7907	(24)
9. Honolulu Employment Agency	533-3537	(26)
10. Honolulu University	946-3534	(27)
11. HPU Job Placement	544-9337	(03)
12. JEMS Pearl Harbor	473-1402	(10)
13. Job Help Store	675-0011	(16)
14. KCC Job Placement	734-0466	(17)
15. LCC Job Placement	455-8804	(05)
16. Native American Journalists Association	910-443-1838	(31)
17. National Association of Hispanic Journalists	202-662-7144	(30)
18. YWCA of Oahu	531-8541	(22)
19. Senior Comm. Svc. Employment Program	521-4538	(19)
20. UH Philippine Studies	956-2682	(04)
21. UH Placement Center	956-4082	(06)
22. UH Student Equity	956-9240	(02)
23. Winners at Work	532-2108	(20)
24. Supporting Employment Empowerment (SEE)	792-8570	(07)
25. Columbia School of Broadcasting	947-3531	(11)
end		

**Darlene Lee**

---

**From:** craigslist.org [noreply@craigslist.org]  
**Sent:** Tuesday, April 03, 2007 2:18 PM  
**To:** Darlene Lee  
**Subject:** Your craigslist posting "KGMB9 TV: Human Resource/Payroll Manager"

Your ad, titled "KGMB9 TV: Human Resource/Payroll Manager," has been posted in human resource jobs.

You can see it at <http://honolulu.craigslist.org/oah/hum/305632827.html>. It will appear in the list of postings and in search results in about 15 minutes. If you have trouble finding it, please check our help page at <http://www.craigslist.org/about/help/where.html>

Please login into your account if you need to edit or delete your posting:  
<https://accounts.craigslist.org/login>

If you did not post this ad please change your account password asap:  
<https://accounts.craigslist.org/login/chgpwd>

For your protection please check our list of common scams:  
<http://www.craigslist.org/about/scams.html>

Thanks for using craigslist!

## KGMB9 TV: Human Resource/Payroll Manager

Reply to: [job-305632827@craigslist.org](mailto:job-305632827@craigslist.org)

Date: 2007-04-03, 2:17PM HST

### ARE YOU LOOKING TO MAKE AN IMPACT?

KGMB9 has a management opportunity to make a significant impact on the business while helping to grow our company.

**RESPONSIBILITIES:** All aspects of HR and Payroll, including personnel administration, benefits, payroll processing and performance management. Also responsible for risk management, labor union issues, month-end closing, commission calculations. Leadership skills and the ability to partner with other management to achieve business and workforce goals.

**QUALIFICATIONS:** Bachelor Degree in HR, Personnel Administration or equivalent experience. Minimum of 5 years of HR experience, knowledgeable in federal/state, wage and hour, employment laws. Experience in automated HR/Payroll/Time & Attendance system a plus. Proficient with Microsoft Word and Excel.

Please send resumes to [ccastle@kgmb9.com](mailto:ccastle@kgmb9.com) or fax 808-973-9887 or mail to 1534 Kapiolani Blvd., Honolulu, HI 96814. [www.kgmb9.com](http://www.kgmb9.com)

EOE

Location: Honolulu

Compensation: Commensurate with experience.

Principals only. Recruiters, please don't contact this job poster.

Please, no phone calls about this job!

Please do not contact job poster about other services, products or commercial interests.

PostingID: 305632827

 **The Honolulu Advertiser**  
**605 KAPIOLANI BLVD**  
**HONOLULU, HI 96813**

CLASSIFIED ADVERTISING

04/03/07 03:52 PM

**PROOF**

CLASSIFIED: (808) 521-9111  
 US MAINLAND: (800) 952-5011  
 NEIGHBOR ISLANDS: (800) 481-8804  
 FAX: (808) 525-7449

Please note: Check your ad the FIRST day it appears in the paper.  
 The Honolulu Advertiser will not be responsible for errors after the first insertion of any advertisement.

----- Account Information -----

Name: \_\_\_\_\_  
 Company: **KGMB 9**  
 Address: **1534 KAPIOLANI BLVD**  
 City: **HONOLULU, HI 96814-3715**  
 Account ID: **2860**  
 Account #: **023980**  
 Telephone: **(808) 973-4255**

Publications:	Start	Stop	Inserts
The Honolulu Advertiser	04/08/07	04/08/07	1
Career Weekly	04/08/07	04/08/07	1
Online30	04/08/07	04/08/07	1

----- Ad Information -----

Ad ID: **193876**  
 Run dates: **04/08/07 to 04/08/07**  
 Class: **Professional/Management**  
 Sales Person: **VPARKER**  
 Printed by: **VPARKER**  
 Inserts: **3**  
 Lines: **78**  
 Columns: **2**  
 Depth (Inches): **2.75**  
 Net Cost: **\$753.80**  
 Tax: **\$35.52**  
 Paid Amount: **\$0.00**  
 Amount Due: **\$789.32**

Ad Copy: (Actual Size)

**HR/PAYROLL MANAGER**

**ARE YOU LOOKING TO MAKE AN IMPACT?**

KGMB9 has a management opportunity to make a significant impact on the business while helping to grow our company.

**RESPONSIBILITIES:** All aspects of HR and Payroll, including personnel administration, benefits, payroll processing and performance management. Also responsible for risk management, labor union issues, month-end closing, commission calculations. Leadership skills and the ability to partner with other management to achieve business and workforce goals.

**QUALIFICATIONS:** Bachelor Degree in HR, Personnel Administration or equivalent experience. Minimum of 5 years of HR experience, knowledgeable in federal/state, wage and hour, employment laws. Experience in automated HR/Payroll/Time & Attendance system a plus. Proficient with Microsoft Word and Excel.

Email resume: [ccastle@kgmb9.com](mailto:ccastle@kgmb9.com) EOE

As seen on  
**careerbuilder.com**

Enlarged: (For Proofing)

**HR/PAYROLL MANAGER**

**ARE YOU LOOKING TO MAKE AN IMPACT?**

KGMB9 has a management opportunity to make a significant impact on the business while helping to grow our company.

**RESPONSIBILITIES:** All aspects of HR and Payroll, including personnel administration, benefits, payroll processing and performance management. Also responsible for risk management, labor union issues, month-end closing, commission calculations. Leadership skills and the ability to partner with other management to achieve business and workforce goals.

**QUALIFICATIONS:** Bachelor Degree in HR, Personnel Administration or equivalent experience. Minimum of 5 years of HR experience, knowledgeable in federal/state, wage and hour, employment laws. Experience in automated HR/Payroll/Time & Attendance system a plus. Proficient with Microsoft Word and Excel.

Email resume: [ccastle@kgmb9.com](mailto:ccastle@kgmb9.com) EOE

As seen on  
**careerbuilder.com**

**HAWAII STATE & COUNTY GOVERNMENT**  
 Call Casey: 529-4344 / Call Sean: 529-4825 / Legal@starbulletin.com / Fax: 529-4826

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 Honolulu Int'l Airport/Polynesian Cultural Center

**ASSISTANT MANAGER**  
 International Market Place

**SALES ASSOCIATES**  
 Hilton Hawaiian Village/Lewers/Outfitter Main  
 Waikiki Beach Marriott/Market Place  
 Hilo Hattie-Nimitz/Dole Plantation-Waihawa  
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 NCL-Pride of Aloha (MMD card a plus)  
 Honolulu Int'l Airport (Japanese-English speaking required)

Top salary with excellent benefits including:  
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 Email: hrretail@maulddivers.com  
 1451 S. King Street, Suite 210  
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 www.mauldivers.com

★ State/City & County Jobs    ★ State/City & County Jobs

**STATE OF HAWAII**  
**CAREER OPPORTUNITIES**

**ABSTRACTOR**  
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**DISABILITY COMPENSATION ENFORCEMENT SPECIALISTS**  
**ELECTRICIANS**  
**ENTOMOLOGISTS**  
**FISCAL OFFICER**  
**INVESTIGATORS (Insurance)**  
**MOTOR CARRIER SAFETY OFFICERS**  
**PROGRAM BUDGET ANALYSTS**  
**PROPERTY MANAGER**  
**TAX ASSESSOR (Field Audit)**  
**TAX RETURNS EXAMINERS**

Visit the State Recruiting Office website for details  
[www.hawaii.gov/hrd/main/esd](http://www.hawaii.gov/hrd/main/esd)  
 The State of Hawaii is an Equal Opportunity Employer

State of Hawaii, Department of Health  
 Adult Mental Health Division (AMHD)  
 Non-Civil Service Positions (Exempt)

**AMHD SECRETARY**

Provides secretarial services and support for the AMHD Chief Financial Officer. Assists with special projects and research studies on methods to improve efficiency and productivity and issues relating to the funding of mental health services. MQ: high school diploma or equivalent with a business curriculum, or a degree or diploma from an accredited business school, technical school, or community college which included courses in business curriculum and knowledge of general office practices and procedures; and 2-years of specialized clerical experience.

**CONTRACTS SPECIALIST**

Prepares RFIs, RFPs, and purchase or service contracts. Assists in negotiating new contracts and contract modifications. MQ: bachelor's degree from an accredited college or university and 3-1/2 years of professional or other responsible analytical work that involved gathering, evaluating, and analyzing facts to resolve problems and/or to determine and recommend appropriate courses of action including 2 years of professional work in contract development. Relevant substitutions allowed.

**QUALITY IMPROVEMENT OFFICER**

Executive opportunity available to participate in the transformation of a public health system of care for adults with severe and persistent mental illness. This position reports directly to the Chief of the AMHD and oversees the utilization management, performance improvement, compliance and planning functions. MQ: bachelor's or master's degree in social work, psychology, nursing or other related field from an accredited college or university; 3 years of experience in quality improvement; and demonstrated leadership and supervisory skills. Health plan experience preferred.

You may call for or pickup an application and request additional information on benefits. Return application, resume, and salary requirements to: Adult Mental Health Division, 1250 Punchbowl Street, Room 256, Honolulu, HI 96813, Attn: Personnel (Inquires: (808) 586-4676)

Continuous recruitment until positions are filled; however, only applications postmarked by April 13, 2007 are assured of receiving full consideration

★ State/City & County Jobs    ★ State/City & County Jobs    ★ State/City & County Jobs

**ARE YOU LOOKING TO MAKE AN IMPACT?**

**HUMAN RESOURCES/ PAYROLL MANAGER**

KMB9 TV has an immediate opportunity to make a significant impact on the business world by helping to grow our company.

**RESPONSIBILITIES:** All aspects of HR and Payroll, including personnel administration, benefits, payroll processing, and performance management. Also responsible for risk management, labor relations issues, internal and external communication activities. Leadership skills and the ability to partner with other management to achieve business and workforce goals.

**QUALIFICATIONS:** Bachelor's degree in HR, Personnel Admin or equivalent experience. Minimum of 5 years of HR experience, knowledgeable in fiscal/estate, wage and hour, employment laws. Experience in HR systems HRIS/HRIS/HRIS/HRIS system a plus. Proficient with Microsoft Word and Excel.

Please send resumes to [ecastle@kmb9.com](mailto:ecastle@kmb9.com) or fax 808-973-9887 or mail to 1534 Kapalani Blvd, Honolulu, HI 96814 • kmb9.com

★ State/City & County Jobs    ★ State/City & County Jobs    ★ State/City & County Jobs

**County of Hawaii**

**PLUMBER**

Permanent Vacancy -  
 Department of Parks and Recreation in S. Hilo and future island-wide vacancies

Starting salary: \$3,447.00/month

Minimum requirements: A combination of education and experience substantially equivalent to completion of the eighth grade and successful completion of apprenticeship training or four years of experience in plumbing work under a journey-level plumber, a valid State of Hawaii Journey-level Plumber's License and a valid driver's license.

Closing deadline: Tuesday, April 3, 2007

★ State/City & County Jobs    ★ State/City & County Jobs    ★ State/City & County Jobs

**COUNTY OF MAUI**

**LAST DAY TO FILE APPLICATIONS: April 3, 2007:**

#2007-13 BUILDING MAINTENANCE REPAIRER I, DC-09, \$1,661/mo. (Immediate vacancy - Half-time, Hama)

#2007-14 HUMAN RESOURCE CLERK I, SR-11, \$2,222/mo.

#2007-15 TRAFFIC SIGNS & MARKINGS HELPER, BC-05, \$2,783/mo.

**LAST DAY TO FILE APPLICATIONS: April 10, 2007:**

#2007-17 CLERK III, SR-10, \$1,069/mo. (Immediate vacancies - Half-time, Lahaina & Molokai)

**LAST DAY TO FILE APPLICATIONS: APRIL 12, 2007:**

#2007-19 EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST, SR-24 (Appt. may be made at any rate with the salary rate from \$3,954, SR-24C, to \$5,628, SR-24L, per mo. at which approx. qual. applie. can be recruited.

**REQUIREMENTS:** A comb. of educ. & exper. subst. equiv. to grad. from an accred. college/univ. w/ a bachelor's degree in bus. or public admin., human resources, political science, social sciences, or related field; & 3-1/2 yrs. of prog. resp. prof. work exper. in the plng., dev., & managing of EEO/AA progrs. Such work must have demonstr. ext. knowl., interp. & applie. of Fed. & State EEO/AA laws, rules, reg., & progrs. & further incl. providing tech. guidance, advice & liaison in EEO/AA matters; form. & impl. an EEO/AA action plan; ident., gather, invest., eval., & anal. facts & other pertinent info. required to resolve problems; anal. & eval. issues involv.; respon. for asst. in the study of precedents & court cases in the course of compl. invest. findings & studies; determining & recommend. actions required by those chgd. w/ discriminatory practices to resolve not only the immed. chg. but to correct violating practices & policies

**Substitution Allowed:** Poss. of a juris doctor. degree from an accred. school of law may be subst. for 1-1/2 yrs. of exper.

#2007-40 LANDFILL ATTENDANT, BC-05, \$2,783/mo.  
 Requirements: (1)

#2007-41 REAL PROPERTY APPRAISER I, SR-16, \$2,776/mo.  
 Requirements: (1) A comb. of educ. & exper. subst. equiv. to grad. from an accred. college/univ. w/ a bachelor's degree in real estate, bus. or public admin., econ., or a related field. (2)

#2007-42 TAX MAPS & RECORDS SUPERVISOR I

**MDX HAWAII** Excellence In Healthcare Information Technology

**PROVIDER SERVICES COORDINATOR**

Responsibilities include provider recruitment, contracting, servicing and retention, as well as developing and implementing provider orientation and training sessions. Requires reliable transportation for travel throughout Oahu. Day and/or overnight travel to Neighbor Islands may also be required.

Please Mail or Fax resume to:  
**MDX Hawaii**  
 Attn: Human Resources  
 500 Ala Moana Blvd., Ste. 2-200 • Honolulu, HI 96813  
 Fax: (808) 522-8609    An Equal Opportunity Employer

**BUILDING PROJECTS COORDINATOR**

Permanent Vacancy - Department of Public Works in S. Hilo and future island-wide vacancies

Starting salary: \$3,954.00 - \$5,628.00/month

Minimum requirements: A combination of education and experience substantially equivalent to graduation from an accredited college or university with major work in architecture, or structural, civil, electrical, or mechanical engineering and four years of experience in the preparation of building construction and/or maintenance specifications and plans, one of which shall have been in a supervisory or project management capacity and a valid driver's license.

**FIRE RADIO DISPATCHER I**

One Permanent Vacancy and One Temporary Vacancy -  
 Hawaii Fire Department in S. Hilo

Starting salary: \$2,498.00/month

Minimum requirements: A combination of education and experience substantially equivalent to graduation from high school and two years of radio telephonic or telephone switchboard operation, dispatching, public contact or clerical/technical supervisory work experience

**ELECTION CLERK II**

Permanent Vacancy - Office of the County Clerk in S. Hilo

Starting salary: \$2,138.00 - \$3,208.00/month

Minimum requirements: A combination of education and experience substantially equivalent to graduation from high school and two years of clerical experience, one of which shall have been in election programs such as voter registration, candidate filing, reapportionment, absentee voting, etc.

**SECRETARY**

Temporary Vacancy - Hawaii Police Department in S. Hilo and future island-wide vacancies

Starting salary: \$7,709.00 - \$4,162.00/month

**Prepare yourself for a career in Business!**

Choose from:

- Accounting
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**HONOLULU (2023 S. King St.)**  
 • Management • Wellness • Retail  
 • Trainer • Manager • Operations  
 • Cook • Manager

**KAILUA (201 Hanaleiua Dr.)**  
 • Stock Clerk • Old Clerk

**PEARLBIIDGE (Next to Circuit City)**  
 • Retail Clerk • Supplemental Clerk

STARTING PAY  
 Management Track \$10-\$16  
 Cook/Cashier \$8-\$11  
 Cook \$7-\$17

**PLEASE APPLY AT ANY STORE**  
 www.DownToEarth.org  
 jobs@downtoearth.org  
 (808) 945-3559

**Entry-Level Dealership Consultant**  
 Island of Hawaii

Requirements include:  
 • Entry-level business acumen  
 • Customer service  
 • On-site customer support

**Benefits:**  
 • Strong written and verbal communication skills  
 • Dependable, friendly personality  
 • Experience in Accounting is a plus  
 • Bachelor's degree preferred

**Job Offer:**  
 • Extensive training, on-the-job and industry  
 • Competitive salary  
 • Paid vacation benefits and 401k matching  
 • Company car and home office support

EOE To apply, please submit resume to: Reynolds and Reynolds, Attn: HR # 400, 1100 Houston, Houston, TX 77060. Phone: 800-859-5829 Fax: 800-821-7536 Email: Virginia.Reynolds@rr.com

www.royrey.com

**HAWAIIAN DREDGING CONSTRUCTION AND PAINTING**

Over 100 years  
 of experience and still growing

**EXPERIENCED SUPERINTENDENT MAUI/KAHOOLAWE**  
 Experienced MAUI/KAHOOLAWE area with 10+ years of experience in dredging and painting.

**EXPERIENCED HEAVY CONSTRUCTION ESTIMATOR**  
 10+ years of experience in heavy construction estimating.

**HEAVY CONSTRUCTION ESTIMATOR**  
 10+ years of experience in heavy construction estimating.

**PROJECT MANAGER MAUI**  
 10+ years of experience in project management on Maui.

**SR. ESTIMATOR/ESTIMATOR**  
 10+ years of experience in estimating and construction management.

**PROJECT ENGINEERS MAUI AND OAHU**  
 10+ years of experience in project engineering.

**SCHEDULING ENGINEER**  
 10+ years of experience in scheduling and construction management.

Excellent compensation & benefits package

Send resume to:  
 Hawaiian Dredging Construction Company  
 Human Resources  
 301 Meadway Street, Honolulu, HI 96813  
 FAX: 735-3715 or E-MAIL: hds@hawaiian-dredging.com  
 Screen in Honolulu Week 2007 or 2008

**ARMY STRONG**

The Army Reserve is seeking applicants to fill over 120 different jobs, including admin, medical, supply, construction, mechanical, and many more.

**Good pay. Excellent benefits, educational opportunities.**

Must be High School Grad and a U.S. Citizen or permanent resident. Bonus possible up to \$30,000. You may also be eligible for the Selected Reserve Montgomery GI Bill and Student Loan Repayment Fund up to \$23,224. Call 874-2588

**GUARDSMARK SECURITY OFFICERS-F/T & P/T**

Guardsmark Security is seeking experienced Security Officers for various assignments in the Honolulu area. Must have 18 months of experience in Security Officer position. Must have HS diploma or GED, pass drug test & criminal background check. Weekly pay \$18.00-20.00. 1000 Fort St. Suite 1430 Honolulu, HI 96813-3711 Tel: 523-5423 Learn more about us at www.Guardsmark.com HI

**Hawaii Behavioral Health PROGRAM COORDINATOR**

PT in Hills for Behavioral Health Program. This is a full-time position. Must be LSW, LSW-C, or LSW-CP. Must be currently pursuing Master's Degree & Research. EXCELLENT COMPENSATION PACKAGE. MAIL RESUME TO: (Hawaii Behavioral Health) Attn: HR, P.O. Box 10120, H6, H956721 or fax to 1-877-934-8318

**Shirokiya**

Now Hiring!  
**SALES ASSOCIATES\***  
 (Electronics Dept.)  
**CUSTODIAN\***

\*Applicants must be able to work any day of the week, any shift.

Benefits include:  
 Paid vacation, 401k profit sharing plan, paid medical insurance for qualified employees.

Apply at:  
**SHIROKIYA INC.**  
 1450 Ala Moana Center, #2250  
 Mon thru Sat 9:00a.m. to 6:00p.m.

**STARSEEKING!**  
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You've seen them on the screen. They've made you laugh. They've made you cry. They've lightened the dayslights out of you. They're the stars of the entertainment industry.

We currently have exciting opportunities available in the Oahu area for:

- Sales Managers (\$12k per hr.)
- Shift Leaders (\$9.50+ per hr.)
- Customer Service Reps. (\$7.75+ per hr.)

Pay commensurate with exp.

Please apply via our Web site below, or at your local BLOCKBUSTER store.

For more information, please visit:  
 www.blockbuster.com

**Management/Administration**

**HR Specialist**  
 w/Behavioral Science degree. Supervisory, cost acc, mktg & event mgmt req'd. Eng/tyology prof. Call 654-2104, 9-6pm

**PRODUCTION ARCHITECT OR ENGINEER**  
 F/T or Project Basis. Auto CAD Proficient. Resume or portfolio to: hawaiiarchitect@gmail.com

**CASHIER**  
 P/T, apply at Kakaia Branch Walgreens shopping center

**JEWELRY SALES**  
 Hawaii's Jewelry Retailer

**Best Places to Work 2007**

**MANAGERS**  
 • Retail Manager  
 • Assistant Manager  
 • Sales Associate

**ASSISTANT MANAGER**  
 • Retail Manager  
 • Assistant Manager  
 • Sales Associate

**SALES ASSOCIATES**  
 • Retail Manager  
 • Assistant Manager  
 • Sales Associate

Call 943-8368 for more info. • Fax: 955-8268  
 Email: hrofall@mauldive.com  
 1461 S. King Street, Suite 210  
 Honolulu, HI 96814  
 www.mauldivers.com

**ARE YOU LOOKING TO MAKE AN IMPACT?**

**HUMAN RESOURCES/PAYROLL MANAGER**

KPMG is a management opportunity to make a significant impact on the business while helping to grow our business.

**KEY RESPONSIBILITIES:** All aspects of HR and Payroll, including recruitment, onboarding, benefits, payroll processing, and performance management. Also responsible for risk management, labor union issues, month and ending, compensation calculations. Leadership skills and the ability to partner with other management to achieve business and workforce goals.

**QUALIFICATION:** Bachelor's degree in HR, Personnel Admin or equivalent experience. Minimum of 3 years HR experience, knowledge of HR systems, HRIS and HR compliance issues. Experience in managing HR/ Payroll/ Time & Attendance system & files. Proficient with Microsoft Word and Excel.

Please send resumes to cecilia@kpmg.com or fax 808-913-9887 or mail to 1834 Kapiolani Blvd, Honolulu, HI 96814 • kpmg.com

**MDX**  
 Excellence in Healthcare Information Technology

**PROVIDER SERVICES COORDINATOR**

Responsibilities include provider recruitment, contracting, onboarding and retention, as well as developing and implementing provider accreditation and training systems. Requires reliable transportation for travel throughout Oahu. Day and/or overnight travel to Neighbor Islands may also be required.

Please Mail or Fax resume to:  
**MDX Hawai'i**  
 Attn: Human Resources  
 500 Ala Moana Blvd., Ste. 2-200 • Honolulu, HI 96813  
 Fax: (808) 522-0609

**Restaurant**

**CASHIERS**  
 Part-time, day & night shift. Apply in person. 873 Kapiolani Blvd.

**Cook Helper**  
 Aloha's Cafe  
 5am to 2pm Mon-Fri.  
 \$8.60/hr Starting, 278-1197  
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**Restaurant**

**F/T KITCHEN HELP**  
 Full Benefits Package  
 For info/cv call:  
 737-0108  
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 Kapahulu

**KITCHEN HELPER**  
 Hestia Shop at  
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 Lunch 10:00am-5:00pm  
 Dinner 5:00pm-10:30pm  
 Hourly Pay: Open 7 days  
 Kiwami Ramon  
 2250 Kalia Ave  
 (Waikele Food Court)  
 • Apply in person

**Restaurant**

**WAIT HELP**  
 Part-time/Weekends  
 Apply at:  
 The Honolulu Country Club  
 1650 Ala Moana St  
 Honolulu, HI 96814  
 • 1-808-943-1000

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 1650 Ala Moana St  
 Honolulu, HI 96814  
 • 1-808-943-1000



Print

Base Information

**Requisition Number** KGMB003098  
**Job Title** Human Resources/Payroll Manager  
**Contact Profile** Darlene Lee  
**Duration** Permanent  
**Education** Four Year Degree  
**Experience** 0-2 Years  
**Travel Required** Not Specified  
**Skills Required**

**Cost Center**  
**Pay/Salary** Not Specifie - Not Specifie  
**Locations** Honolulu, Hawaii

**Description** EMMIS Communications (NASDAQ: EMMIS) is a diversified media corporation with award-winning radio broadcasting, television broadcasting and magazine publishing operations in markets across the country. EMMIS is as well-known for its creative culture as for its operations. Our people are aggressive, knowledgeable and deeply committed to each of the communities in which we operate. Because employees are the key to our success, EMMIS offers strong benefits and incentives, including health, vision, dental and life insurance, discount stock purchase plans and a 401(k) contribution plan. For more information about EMMIS, see our website at [www.emmis.com](http://www.emmis.com).

KGMB9 has a management opportunity to make a significant impact on the business while helping to grow our company.

**RESPONSIBILITIES:** All aspects of HR and Payroll, including personnel administration, benefits, payroll processing and performance management. Also responsible for risk management, labor union issues, month-end closing, commission calculations. Leadership skills and the ability to partner with other management to achieve business and workforce goals.

**QUALIFICATIONS:** Bachelor Degree in HR, Personnel Administration or equivalent experience. Minimum of 5 years of HR experience, knowledgeable in federal/state, wage and hour, employment laws. Experience in automated HR/Payroll/Time & Attendance system a plus. Proficient with Microsoft Word and Excel.

**TO APPLY:**  
 Please submit your resume and profile online. No phone calls please.

EMMIS COMMUNICATIONS IS AN EQUAL OPPORTUNITY EMPLOYER

**Qualifications**  
**Benefits**

Edit Board Information

Contract Postings

AJB

Start Date Apr 3, 2007  
Expire Date Aug 8, 2007  
AJB Position Count 1  
AJB Job Code Human Resources Specialists  
AJB Training Required  
AJB Shift First  
AJB License Required  
Locations Honolulu, Hawaii

Monster

Start Date Apr 3, 2007  
Expire Date Jun 2, 2007  
Monster.com Category Human Resources/Recruiting  
Monster.com Search City Hawaii--Hawaii  
Locations Honolulu, Hawaii

[Edit Contract Board Information](#)

[Done](#)

**Account  
Executive**



## Account Executive

<b>Req. Number</b> KGMB003108	<b>Job Status</b> Active	<b>Owner</b> Darlene Lee	<b>Shared With</b> Kristina Lockwood Cindy Hewitt
----------------------------------	-----------------------------	-----------------------------	---

### Job Details

#### Job Overview

**Job Title:**  
Account Executive

**Department:**  
TV - Sales/Mgmt

**Location:**  
HI-Honolulu

**Job Classification:**  
Full Time

**Hiring Manager:**  
Kristina Lockwood

**Priority:**  
High

**Career Level:**  
3-5 Years (Experience)

**Salary Range:**  
\$75,000 - \$100,000

**Salary Cap:**  
0

**Target Date:**  
4/10/2007

**Collect EEO Data:**  
Yes

#### Displayed On

Candidate Facing - Emmis Career Site

Internal only

#### Job Description

EMMIS Communications (NASDAQ: EMMS) is a diversified media corporation with award-winning radio broadcasting, television broadcasting and magazine publishing operations in markets across the country. EMMIS is as well-known for its creative culture as for its operations. Our people are aggressive, knowledgeable and deeply committed

**JOB TITLE: Account Executive**

**JOB RESPONSIBILITIES:**

- \* Expands established customer base by generating new leads, selling non-traditional advertising and growing existing advertising revenue from current clients.
- \* Maintains client relationships by sponsoring promotions, contacting key accounts on a bi-monthly basis, and utilizing client entertainment opportunities.
- \* Researches the industries that clients represent, and uses quantitative (ratings and audience measurement) and qualitative (listening and buying habits) methodologies to effectively sell advertising.
- \* Keeps up to date on all KGMB9 product lines and programming features including the product lines and programming features of competing radio stations and other media forums.
- \* Negotiates advertising rates and schedules along with preparing creative written and oral proposals to clients.
- \* Provides account updates, communicates monthly projections and forecasts future advertising business.
- \* Monitors accounts receivable of client base.

**SKILL REQUIREMENTS:**

- \* Bachelor's Degree preferred with emphasis in Business/Marketing/Communications
- \* Understanding of Nielson/Arbitron ratings.
- \* Excellent verbal and written communication skills
- \* Experience handling clients at various stages in the sales cycle
- \* Capable of handling multiple tasks
- \* Strong transactional sales background (Proven sales track record)
- \* Proficient in MS Word, Excel, Power Point

**DIRECT RESUME TO:**

Please submit your resume and resume online at <http://www.emmis.com/jobs/index.aspx>. No phone calls please!

**SPECIAL NOTES:**

EMMIS COMMUNICATIONS / KGMB9 IS AN EQUAL OPPORTUNITY EMPLOYER

[ - ] [Job Postings & URLs](#) > [Edit](#)

**Site: Candidate Facing - Emmis Career Site** - Posted | expires on 10/7/2007

- Job Application: [http://emmis.wfrecruiter.com/jobapp\\_candidate.asp?job\\_id=95302](http://emmis.wfrecruiter.com/jobapp_candidate.asp?job_id=95302)
- Job Description: [http://emmis.wfrecruiter.com/jobs\\_details1.asp?job\\_id=95302&Page\\_id=0&Published=1](http://emmis.wfrecruiter.com/jobs_details1.asp?job_id=95302&Page_id=0&Published=1)
- Job Referral: [http://emmis.wfrecruiter.com/jobapp\\_referrer.asp?job\\_id=95302](http://emmis.wfrecruiter.com/jobapp_referrer.asp?job_id=95302)

**Job Openings**

Open Date	Hire Date	Fill Date
4/10/2007 12:00:00 AM	-	-

**Notes** (Optional, Internal Only)  
New - 10th AE



In this issue:  
Q101 Breaks the Band  
LA Raises the Roof  
St. Louis Rocks Your Request

greatmedia.greatpeople.greatservice.

For Monday, April 16, 2007

#### Stock Update

Friday's close:	\$9.48
Previous week's close:	\$9.08
Change:	+\$0.40
52-week range:	\$7.63 – \$16.77

#### Company news

**Q101 BREAKS THE BAND.** For the first time in any U.S. radio market, Q101 and program sponsor Verizon Wireless are bringing listeners the musical journey of an up-and-coming Chicago alternative rock band through fully integrated media channels. The online "Breaking the Band" reality show at Q101.com began March 12 and combines live and studio performances along with videos and MP3s; online band diaries and home movies; fan interaction through video and text message alerts for new Web entries; and a CD launch meet and greet at a Verizon Wireless retail location. **Lance Richard**, director of sales for Q101 and The Loop, said, "Emmis' 360-degree marketing model is rooted in the idea that we need to be everywhere the consumer is, on his or her time. By integrating multiple marketing solutions such as radio, online, texting and retail options, we custom-fit a program to create powerful multi-channel exposure for advertisers' dollars."

**LOS ANGELES MAGAZINE PRESENTS DESIGNLOFTS 2007: BISCUIT COMPANY LOFTS.** For their latest DesignHouse project, *Los Angeles* magazine invited three designers to reinterpret loft living in the 21st century. The restored luxury lofts, named Biscuit Company Lofts because they once comprised the Nabisco cookie factory, are open for public tours benefiting Gen Art through April 29, as well as private and public events, including a discussion about the city with *Los Angeles* magazine's own **Chris Nichols**. The project also includes a five-story penthouse loft transformed into an art gallery showcasing the works of emerging artists. A related public service announcement on KTLA-TV features *Project Runway* winner Jeffrey Sebelia. Visit [www.lamag.com/biscuitcompanylofts](http://www.lamag.com/biscuitcompanylofts) for more information.

**KSHE RAISES MONEY FOR CLOWN HOUSE.** Friday marked the fourth annual KSHE Will Rock Your Request radiothon to benefit Ronald McDonald House Charities (RMHC) of St. Louis. "The request-a-thon has always been a fun way for us to help families that rely on the services provided by RMHC," said Promotions and Marketing Manager **Anthony Busekrus**. "We've had all-out request bidding wars for songs from Lynard Skynard, Sammy Hagar and others," he said. "The donation request minimum depended on factors

like how deep into our library we had to go and how long the song is.” The drive also featured an online auction with one-of-a-kind rock memorabilia, sporting tickets and a “Lunch with KSHE” package which includes a ride to the studios in the KSHE Hummer, an appearance on-air with **John Ulett** during the Lunch Show and a catered lunch with **Guy Favazz** and **Katy Kruze**. KSHE 95 has raised nearly \$35,000 for RMHC with previous request-a-thons.

**NEW WORKSTATION SECURITY.** Beginning May 2, Emmis IT will implement new security measures for all workstations. As a result, your workstation will lock after 20 minutes of inactivity. Applications should continue to run, but the screensaver will be displayed and employees must re-enter their username and password to log back in to the workstation.

**THE OSCARS OF THE INTERNET.** Congratulations to our Webby Award honoree, Emmis Interactive’s Prison Break: Field to Freedom online game and marketing campaign. Emmis is among 10 honorees in the Games or Application advertising category. Other honorees in our category include Pop & Company, MSN and Fuel Industries, companies that specialize in high-end advergaming’ projects. Webbys are presented by The International Academy of Digital Arts and Sciences, a 500-member body of leading Web experts, business figures, luminaries, visionaries and creative celebrities. You can view the complete list of honorees and see the projects they submitted here.

**NEW EMMIS OFFICEMAX CATALOG.** The new Emmis OfficeMax custom catalog is now posted on the Wave, and it includes new items for the current fiscal year. You can find it on the portal under Company, Finance, Accounts Payable (click here for a direct link). As always, see your office manager to place orders.

**ADMINISTRATIVE PROFESSIONALS DAY IS APRIL 25.** And Mother’s Day is close behind. Don’t forget that Emmis and **FTD**, the world’s oldest floral organization, have a national discount agreement that entitles all Emmis entities and employees a 20-percent discount on all FTD products. This applies to both personal and business orders. To take advantage of this discount, go to the following Emmis/FTD Web pages and enter your order using any major credit card:

Business purchases: [www.ftd.com/emmiscorp](http://www.ftd.com/emmiscorp)

Personal purchases: [www.ftd.com/emmisemployee](http://www.ftd.com/emmisemployee)

## emmisplan

**NEW FLEX CARDS.** If you elected to participate in the Flexible Benefit program, you should receive your health-care debit card within the next two weeks. Be sure to check out WageWork’s Web site to learn about the ways you can use your card. Please remember to save your receipts for health-care purchases; if your monthly statement indicates your purchase has been chosen for verification, you must submit the receipt. If you would like to order an additional card, you can do so by contacting WageWorks.

**NEW INSURANCE CARDS.** If you participate in the Emmis Health Plan, you should have received a new Anthem ID Card last week. Your new Anthem card lists the co-pays that

are effective May 1. (To avoid paying incorrect co-pays, do not use the new card until May 1.)

**RETIREMENT TIPS.** Check out the latest issue of MYFuture, a source for retirement planning and investment.

**Job postings**

The following jobs were posted the week of **April 16**. For detailed descriptions, please visit [www.emmis.com](http://www.emmis.com).

**Account Executive, KGMB-TV (Honolulu, HI)**

**Director of Integrated Technologies, Austin Radio (Austin, TX)**

**Part-Time Promotions Assistant, WRKS-FM (New York, NY)**

**Morning Show Co-Host, KFTK-FM (St. Louis, MO)**

**Promotions/Event Coordinator, *Los Angeles* magazine (Los Angeles, CA)**

**Emmissayings**

This week's Emmissaying comes from **Doug Wasnidge** of **Emmis Terre Haute**:

The bitterness of poor quality remains long after the sweetness of low price is forgotten.

If you have questions or comments about the *Emmis Weekly Update*, please contact Jodi Wright ([jodi@emmis.com](mailto:jodi@emmis.com); 317.684.2971) or send an e-mail to Corporate Communication.

**Darlene Lee**

---

**From:** Nailah Petty

**Sent:** Monday, April 16, 2007 2:14 AM

**To:** Allison Barth; Andrea Finley; Angela H. Clawson; Cheryl Robb; Christopher Benson; Darlene Lee; Eileen Rosaly; Gary Thoe; George Depper; Gladys Levy; Holly Coleman; Jennifer Daugherty; Jennifer Turner; Jenny Munk; [jobbank@nahj.org](mailto:jobbank@nahj.org); Jodi Wright; Josh Plaskoff; Julie Clendenen; Kate Snedeker; Kennethe Vaughn; Kristen Miller; Lauren Laskowski; Lea Price; Margaret Kernan; Mary Lyon Jarman; Mickey Levitan; Mike Englebrecht; Myra Sanchez; Natalie Contos; Patricia Murphy; Patricia Robinson; Renee Greene; Sandra Madison; Shannon Curry; Sharon Anise; Traci Thomson

**Subject:** job postings

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**Director of Intergrated Technologies, Austin Radio, (Austin, TX)**

**Part-Time Promotions Assistant, WRKS-FM, (New York, NY)**

**Morning Show Co-Host, KFTK-FM, (St. Louis, MO)**

**Promotions/Event Coordinator, LA Magazine, (Los Angeles, CA)**



## Transmittal Memorandum

KGMB9 • 1534 Kaplalani Blvd. • Honolulu, Hawaii 96814 • Phone (808) 973-5462

<b>DATE:</b>	April 10, 2007
<b>TO:</b>	KGMB 9 Staff
<b>FROM:</b>	Darlene Lee, Executive Assistant
<b>RE:</b>	<b>JOB POSTING – Account Executive</b>

### JOB RESPONSIBILITIES:

- \* Expands established customer base by generating new leads, selling non-traditional advertising and growing existing advertising revenue from current clients.
- \* Maintains client relationships by sponsoring promotions, contacting key accounts on a bi-monthly basis, and utilizing client entertainment opportunities.
- \* Researches the industries that clients represent, and uses quantitative (ratings and audience measurement) and qualitative (listening and buying habits) methodologies to effectively sell advertising.
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- \* Negotiates advertising rates and schedules along with preparing creative written and oral proposals to clients.
- \* Provides account updates, communicates monthly projections and forecasts future advertising business.
- \* Monitors accounts receivable of client base.

### SKILL REQUIREMENTS:

- \* Bachelor's Degree preferred with emphasis in Business/Marketing/Communications
- \* Understanding of Nielson/Arbitron ratings.
- \* Excellent verbal and written communication skills
- \* Experience handling clients at various stages in the sales cycle
- \* Capable of handling multiple tasks
- \* Strong transactional sales background (Proven sales track record)
- \* Proficient in MS Word, Excel, Power Point

CONTACT KRISTINA LOCKWOOD AT 973-9863

COMMUNICATIONS / KGMB9 IS AN EQUAL OPPORTUNITY EMPLOYER



Hawaii Association of Broadcasters, Inc.

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

JOB NUMBER:		(For HAB use only)
DATE DISTRIBUTED:		

**DATE:** April 10, 2007  
**CATEGORY:** Television  
**STATION:** KGMB9  
**POSITION TITLE:** Account Executive

### DESCRIPTION:

#### JOB RESPONSIBILITIES:

- \* Expands established customer base by generating new leads, selling non-traditional advertising and growing existing advertising revenue from current clients.
- \* Maintains client relationships by sponsoring promotions, contacting key accounts on a bi-monthly basis, and utilizing client entertainment opportunities.
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- \* Proficient in MS Word, Excel, Power Point

#### DIRECT RESUME TO:

Please submit your profile and resume online at <http://www.emmis.com/jobs/index.aspx>. No phone calls please!

#### SPECIAL NOTES:

EMMIS COMMUNICATIONS / KGMB9 IS AN EQUAL OPPORTUNITY EMPLOYER



Hawaii Association of Broadcasters, Inc.

P.O. Box 22112 • Honolulu, HI 96823-2112  
Phone: (808) 599-1455 • Fax: (808) 599-7784

April 11, 2007

To: Darlene Lee, KGMD9

FAX: 973-9354

4 pages

Thank you for submitting the position of **Account Executive** to the HAB EEO Clearinghouse. Attached is the confirmation report showing the release of this opportunity to numerous community organizations on **April 11, 2007** as well as a list of those organizations for your records and the cover letter that went out with the listing.

This position have also been added to our website job bank at [www.hawaiibroadcasters.com](http://www.hawaiibroadcasters.com) for additional exposure.

Please contact me at 550-9226 or e-mail [alohajh@aol.com](mailto:alohajh@aol.com) if the HAB can assist you further in distributing employment announcements for **KGMB9**.

Sincerely,

Jamie Hartnett  
HAB Executive Director



Hawaii Association of Broadcasters, Inc.

P.O. Box 22112 • Honolulu, HI 96823-2112  
Phone: (808) 599-1456 • Fax: (808) 599-7784

**April 11, 2007**

7 pages including cover

Attn: Job Placement Manager:

Attached please find listings for **two** job openings at **two** of the Hawaii Association of Broadcasters' member stations.

All responses should be directed back to the stations, not to the association. In many cases, there will be no phone number listed as the station requests responses via mail or Internet only.

*These are not jobs at the Hawaii Association of Broadcasters so please direct no applicants to the HAB.*

Included in this fax:

- 1) KIKU TV – Chief Engineer
- 2) KGMB9 – Account Executive

If you need more information about these positions, please contact:  
KIKU – Pauline Lye at 847-2021 or KGMB – Darlene Lee at 973-5462.

Call me with any other questions at 550-9226 or e-mail [alohajh@aol.com](mailto:alohajh@aol.com)

Sincerely,

A handwritten signature in black ink, appearing to read 'Jamie Hartnett', is written over the typed name.  
Jamie Hartnett  
HAB Executive Director



Hawaii Association of Broadcasters, Inc.

P.O. Box 22112 • Honolulu, HI 96823-2112  
Phone: (800) 599-1455 • Fax: (808) 599-7784

## EQUAL OPPORTUNITY RECRUITMENT OUTLETS THE HAWAII ASSOCIATION OF BROADCASTERS, INC.

(updated 8/22/06)

<u>ORGANIZATION</u>	<u>FAX#</u>	<u>SPEED#</u>
1. BYU-Hawaii Job Placement	293-3975	(23)
2. <del>Child and Family Services</del>	<del>548-0487</del>	<del>(08)</del>
3. Chaminade University Career Services	735-4752	(12)
4. EEO Commission (Federal)	541-3390	(14)
5. Goodwill Industries of Honolulu	521-1136	(15)
6. HCC Job Placement	845-9122	(25)
7. Hawaii Community College	808-974-7689	(28)
8. Hawaii Job Corps	259-7907	(24)
9. Honolulu Employment Agency	533-3537	(26)
10. Honolulu University	946-3534	(27)
11. HPU Job Placement	544-9337	(03)
12. JEMS Pearl Harbor	473-1402	(10)
13. Job Help Store	675-0011	(16)
14. KCC Job Placement	734-9456	(17)
15. LCC Job Placement	455-8804	(05)
16. Native American Journalists Association	916-443-1638	(31)
17. National Association of Hispanic Journalists	202-662-7144	(30)
18. YWCA of Oahu	531-8541	(22)
19. Senior Comm. Svc. Employment Program	521-4538	(19)
20. UH Philippine Studies	956-2682	(04)
21. UH Placement Center	956-4082	(06)
22. UH Student Equity	956-9240	(02)
23. Winners at Work	532-2108	(20)
24. Supporting Employment Empowerment (SEE)	792-8570	(07)
25. Columbia School of Broadcasting	947-3531	(11)
end		

**Darlene Lee**

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**From:** craigslist.org [noreply@craigslist.org]  
**Sent:** Tuesday, April 10, 2007 2:54 PM  
**To:** Darlene Lee  
**Subject:** Your craigslist posting "KGMB9-TV - Account Executive"

Your ad, titled "KGMB9-TV - Account Executive," has been posted in sales jobs.

You can see it at <http://honolulu.craigslist.org/oah/sls/309655068.html>. It will appear in the list of postings and in search results in about 15 minutes. If you have trouble finding it, please check our help page at <http://www.craigslist.org/about/help/where.html>

Please login into your account if you need to edit or delete your posting:  
<https://accounts.craigslist.org/login>

If you did not post this ad please change your account password asap:  
<https://accounts.craigslist.org/login/chgpwd>

For your protection please check our list of common scams:  
<http://www.craigslist.org/about/scams.html>

Thanks for using craigslist!

## KGMB9-TV - Account Executive

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Reply to: [job-309655068@craigslist.org](mailto:job-309655068@craigslist.org)

Date: 2007-04-10, 2:54PM HST

### JOB RESPONSIBILITIES:

- \* Expands established customer base by generating new leads, selling non-traditional advertising and growing existing advertising revenue from current clients.
- \* Maintains client relationships by sponsoring promotions, contacting key accounts on a bi-monthly basis, and utilizing client entertainment opportunities.
- \* Researches the industries that clients represent, and uses quantitative (ratings and audience measurement) and qualitative (listening and buying habits) methodologies to effectively sell advertising.
- \* Keeps up to date on all KGMB9 product lines and programming features including the product lines and programming features of competing radio stations and other media forums.
- \* Negotiates advertising rates and schedules along with preparing creative written and oral proposals to clients.
- \* Provides account updates, communicates monthly projections and forecasts future advertising business.
- \* Monitors accounts receivable of client base.

### SKILL REQUIREMENTS:

- \* Bachelor's Degree preferred with emphasis in Business/Marketing/Communications
- \* Understanding of Nielson/Arbitron ratings.
- \* Excellent verbal and written communication skills
- \* Experience handling clients at various stages in the sales cycle
- \* Capable of handling multiple tasks
- \* Strong transactional sales background (Proven sales track record)
- \* Proficient in MS Word, Excel, Power Point

### COMMUNICATIONS / KGMB9 IS AN EQUAL OPPORTUNITY EMPLOYER

- Location: Honolulu
- Compensation: Commensurate with experience
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 309655068