



JOB TITLE: Sallisaw Chamber of Commerce Executive Director	EFFECTIVE DATE: March 2018
DEPARTMENT: Administration	REPORTS TO: Board of Directors
SALARY GRADE AND CLASSIFICATION STATUS: Exempt	

JOB SUMMARY:
 The Sallisaw Chamber of Commerce embraces its role as organizer of many community events and cheerleader of the success of its city. Along with celebrating the achievements of its business membership, the chamber is part of a team responsible for securing new industry for Sallisaw. With a 235-membership, the Sallisaw chamber is the largest in the area. The Executive Director is responsible for the overall day-to-day management and coordination of all Chamber events and business activities. The Executive Director provides leadership in long and short-range planning, operational planning, problem solving, and management of all personnel. The Executive Director directly supervises Chamber staff and coordinates projects with committees to achieve the Chamber's *Program of Work*.

- QUALIFICATIONS:**
- 1) Bachelor's degree preferred
 - 2) Marketing experience, especially related to or in small communities
 - 3) Financial background with experience in budgeting software (Quicken preferred)
 - 4) Economic development experience preferred
 - 5) Knowledge of management techniques and procedures necessary for problem solving, conflict resolution, and program development
 - 6) Establishes collaborative team-working efforts to achieve organizational goals
 - 7) Knowledge of systematic plans, procedures, and skills in developing program plans
 - 8) Ability to speak well in public as well as in written form

- RESPONSIBILITIES:**
- 1) The Executive Director is the face to the community
 - 2) Execute the policies of the Chamber
 - 3) Activate the Program of Work
 - 4) Hire/terminate all staff as necessary (HR management of personnel)
 - 5) Allocate Chamber resources including staff time to accomplish Chamber Program of Work
 - 6) Accomplish the overall administration of the Chamber and its budget
 - 7) Manage the affairs of the Chamber
 - 8) Provide background on issues in advance of board meeting
 - 9) Provide orientation sessions for the Board, Officers and committees
 - 10) Keep Chamber Policy Manual current and accessible at board meetings
 - 11) Draft the Agenda for Chair input and approval
 - 12) Advise the Chair and keep him/her informed of issues affecting the Chamber
 - 13) Provide Board with monthly activity reports and known motions in Agenda packets
 - 14) Maintain the official minutes of the Board

- 15) Maintain effective internal and external public relations
- 16) Utilize partnerships with local agencies as appropriate
- 17) Serve as administrator of the Sallisaw Improvement Corporation.

Administrative Duties:

- 18) Supervision and Scheduling of assigned staff
- 19) Planning and Implementing Policies & Procedures
- 20) Evaluating staff and their competency skills and other HR management duties
- 21) Responsible for day to day operations
- 22) Manage Chamber finances, recording of all transactions, accounting, and preparation of annual budget, financial statements, board packets, and other record keeping as required

Physical Requirements

- 1) Rarely – Climbing, push/pull up to 50 lbs. of exertion, crouching, reach further than arm's length, grasping/holding, work in confined spaces, and use/exposed to hazardous substances
- 2) Occasional – Stooping/kneeling and push/pull up to 25 lbs. of exertion
- 3) Frequent – Standing and walking
- 4) Regular – Sitting, lift/carry up to 30 lbs., fine dexterity, talking, hearing, visual acuity (1), and operate tools/machinery, including office equipment

Compensation

- 1) Salary commensurate with experience
- 2) Relocation assistance available