

**Job Title:** Carl Junction Chamber Executive Director

**Job Status:** Employee

**Job Summary:** In accordance with the chamber's Bylaws, the Executive Director (ED) of the Chamber shall devote the necessary time to the Chamber's management and shall serve for such period and shall be paid such salary as the Board of Directors shall determine. The ED shall be the authorized representative of the Board of Directors and of the officers in the administration of the Chamber's policies, the conduct of its business and management of its properties. It shall be the ED's job to advise the members and officers of any committees, divisions or other Chamber groups as well as any other persons or groups regarding the Chamber policy in any controversial matters.

The ED is the chief paid executive and administrative officer of the Carl Junction Area Chamber of Commerce and is responsible to the Board of Directors for the full range of Chamber activities and is responsible for preparation of the minutes of meetings and recurring budget reports. The ED represents the Chamber in various civic capacities as directed by the Board of Directors.

**Duties and Responsibilities:** The ED

- Establishes programs to attract and recruit new business and industry and promote and support the growth and expansion of existing business and industry in Carl Junction.
- Exercises the highest degree of sound judgment in regard to all duties.
- Manages the daily activities of the office and staff.
- Oversight of handling, safekeeping and records regarding all funds.
- Must be ready to respond to all direct economic development inquiries and to aid and assist the Director of Economic Development of the City of Carl Junction.
- Respond to requests for information.
- Interprets implements and enforces compliance with bylaws, policies and procedures.
- Prepares and disseminates news releases/items, advertisements and notices of chamber events.
- Participates in all standing and ad hoc committees as necessary.
- Assists in soliciting new members and retaining current members.
- Formulates and presents ideas for fulfilling the Chamber's mission.
- Acts as liaison to local government.
- Continually reviews his/her work to ensure accuracy, timeliness and overall quality.
- Facilitates annual election of Board members and officers.
- Maintains a neat and organized filing, information and computer system.
- Maintains a network of expert support contacts within and outside the community.
- Maintains professional demeanor and uses appropriate, tactful language in all communications in all activities.
- Must be willing and able to assist the Board of Directors in all aspects of the operation of the chamber.
- Respects guidelines of confidentiality, privacy and respect for the staff, membership and community of Carl Junction.

**Direction Received:** President and Board of Directors

**Job Specifications:** Dedication to the City of Carl Junction and the Chamber organization is a must. Minimum of high school education with college degree is beneficial. Requires public speaking ability, courteous personality, excellent interpersonal, written and oral communication skills, and the ability to recruit volunteers, solicit donations and work well with others. A well-groomed and appropriately attired personal appearance is required. Job specifications should not be construed to imply that these requirements are the exclusive standards of the position. Incumbent may be asked to perform other duties.