

Jacksonville Chamber of Commerce
Jacksonville, Arkansas

POSITION DESCRIPTION

Chief Executive Officer

I. NATURE AND PURPOSE

The position of Chief Executive Officer involves providing leadership of daily operations of the local Chamber office, carrying out Chamber policy and procedures as approved by the Board of Directors. The position includes working with and providing assistance to Chamber members, prospective Chamber members, state, county, and local government officials, all for the promotion and marketing of the area.

The Chief Executive Officer is to function as the public representative of the Jacksonville Chamber of Commerce. As such, while it is recognized that issues may occasionally arise that are controversial, the Chief Executive Officer is to refrain from actions and activities that may cause the position to become a source of controversy. This is a non-political position.

II. MAJOR DUTIES AND RESPONSIBILITIES

A. Office Management

1. Manage the local Chamber office during regular business hours to serve the membership and the public.
2. Manage all Chamber personnel, including vacation, benefits, salaries, hiring and employee termination.
3. Assist the standing Chamber committees, to achieve active and effective committee projects, and to assist in their reporting to the Board of Directors.
4. Assist the Chairman of the Board in the coordination of Chamber events and projects to include the development of correspondence and reports to the Board of Directors.
5. Write and maintain minutes for the executive committee, Board of Directors and special committee meetings. Produce news releases for mass media.
6. Accounts payable and receivable
7. Other duties as assigned.

B. Chamber Promotion

1. Assist recruiting new Chamber members and retain existing memberships.
2. Assist and cooperate with state, county and city government, industrial development groups and other organizations to develop and promote Jacksonville's industrial park to prospects for expansion or relocation to the area.
3. Assemble data for the public about the Jacksonville area, including economic data and trends.
4. Ensure that the Chamber office provides an efficient operation and attractive "front door" for the benefit of Chamber members, citizens of the community and visitors.
5. Maintain regular visitation with the membership and general public, outside the Chamber office, for the promotion of ideas of how the Chamber can serve the area.
6. Maintain Arkansas Site Selection website.
7. Other duties as assigned.

III. RELATIONSHIP

- A. Work under the supervision of the Chamber Board of Directors.
- B. Establish and maintain effective working relationships with the Chamber officers, Board of Directors and staff.
- C. Represent the Jacksonville Chamber of Commerce in contacts with the media and general public.
- D. Represent the Jacksonville Chamber of Commerce in various civic (state, county, local, national) organizations.

IV. QUALIFICATIONS

- A. Bachelor Degree
- B. Minimum of five years experience working with the public through business, industry or civic organizations preferred.
- C. General proficiency in Microsoft Office Products and QuickBooks preferred

V. KNOWLEDGE, SKILLS AND TRAINING

- A. Ability to communicate and work with the public, including via phone, email, and regular correspondence.
- B. Ability to organize and promote the Jacksonville Chamber of Commerce.
- C. Ability to exercise sound judgment, be discreet and tactful and assume responsibility.
- D. Ability to organize, plan and work with minimum supervision.
- E. Ability to maintain accurate records, budgets, personnel, Chamber programs and maintain confidentiality.
- F. Ability to work effectively as a supervisor of Chamber staff.
- G. Knowledge of military policies, procedures and protocol.
- H. Knowledge of Federal and State Legislation

VI. GENERAL

It is understood that all of the above duties are "direct duties" of the Chief Executive Officer. As staff increases, some of those duties may change from "direct duties" to "delegated duties", but the overall responsibility for successful completion of the quantity and quality of the tasks rests with the Chief Executive Officer.