

Imperial Chamber of Commerce Job Description

POSITION TITLE: Executive Director
REPORTS TO: Board of Directors
STATUS: Part-time
SALARY: Minimum: \$15.00 per hour
HOURS: 24 - 30 regular hours weekly / busy season hours may vary

POSITION OVERVIEW

Act as the Liaison/Representative of the Imperial Chamber of Commerce; receive and respond to outside inquiries, supervise staff, support activities of the Board of Directors, manage chamber memberships, budget and income, liaison with elected representatives and key community/civic organizations. Be an outgoing person with strong people skills.

JOB RESPONSIBILITIES

General Duties

- Represent the Chamber at community functions, city council/Board of Supervisors/and other community meetings, grand openings, any other local and county events.
- Implement and follow up on activities and events approved by the Board of Directors or committees.
- Represent the Chamber on community boards, advisory committees and boards as appropriate.
- Coordinate Annual Events, Chamber mixers, Ribbon Cutting ceremonies, and other special events as needed.
- Coordinate and oversee logistics of the events (pre-planning and follow-up).
- Act as a spokesperson for local media for the Chamber.
- Seek out and sell new Chamber memberships.
- Assist the Board of Directors with the development of strategies to meet or exceed total budgeted membership revenue.
- Solicit funds and support from Chamber members as needed.
- Implement sales strategy to meet targeted goals, objectives, features and services of membership with oversight from the Finance Committee.
- Receives and monitors the resolution of members and citizens requests/complaints for Chamber services.
- Responsible for Chamber's membership management program including; updates, changes in membership dues (as approved by the Board of Directors), generating

requested reports, inputting new membership data, maintaining membership lists and sending emails to members.

- Serve the Board of Directors and to be the liaison between the Board, the public and members.
- Oversee the production of all printed materials, social media posts and the E-News Member's Weekly Update representing the Chamber.
- Must adhere to Policies and Procedures in the Chamber Employee Handbook.

Tasks

- Supervise the day to day operations of the Chamber.
- Supervise all employees of the Chamber.
- Determine staffing requirements for the Chamber.
- Assist the Personnel Committee with hiring, supervising and when necessary, terminating staff.
- Assist the Finance Committee with developing and managing the yearly Chamber budget.
- Ensure that all policies and procedures are implemented and maintained.
- Oversee the purchase of Chamber equipment, i.e. computers, software programs, supplies etc. as approved by the Board of Directors.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Handle accounts receivable and payable; prepare bank deposits; manage petty cash and handle bank related transactions for the Chamber.
- Ensure all state and federal laws, relating to employers, are adhered to.
- Performs duties and tasks specific to the position as described above and other administrative duties and functions as assigned.

Committee Support

- Responsible for ensuring monthly meeting notices, meeting arrangements and minutes of the following committees and any sub-committees are completed in a timely manner:
 - ♦Board of Directors
 - ♦Finance Committee
 - ♦Personnel Committee
 - ♦Election Nomination Committee

The above described essential duties and tasks are not all inclusive and may from time to time have other duties as assigned.

QUALIFICATIONS

- Self-starter with a professional appearance.
- Wants a long term involvement with the community.
- Eagerness to learn.
- Able to take directions well and complete tasks.
- Knowledge of fund raising, budgeting, community organization, implementation of events.
- Minimum high school graduate or equivalent with at least two years of office experience.
- Must have experience working with computers and at minimum knowledge of Microsoft Office and QuickBooks.
- Good written and oral communication is a must.
- Requires excellent telephone, writing, verbal and typing skills.
- Must be able to work well with the general public.
- Handle the demands of a busy office and be available to work flexible hours; nights and weekends included.
- A general knowledge of the City of Imperial and the Imperial Valley preferred.
- Bilingual a plus, not a requirement.

PHYSICAL DEMANDS OF THE JOB

Must be able to frequently lift and carry weight up to twenty-five (25) pounds. Work in indoor or outdoor environments and can stand for extended periods of time.

I have read the above job description in full. I understand the job requirements and agree to accept and carry out these responsibilities and other duties as assigned, within the outlined physical and mental demands. I understand that this description is intended to describe the general nature of the position and the level of performance. It is not to serve as an exhaustive list of all duties, skills, and responsibilities.

Employee Signature

Date

Board President

Date

Exhibit "A"
Imperial Chamber of Commerce Duties and Tasks

The Imperial Chamber of Commerce promotes and champions' business growth and vitality for those who live or visit or work in our community.

1. The Chamber is to maintain an office, open to the public 24 hours per week in order to respond to requests for information and to promote the general community and business environment to the outside community. Maintain a supply of information about the history, culture and economics of the City of Imperial and the Imperial Valley and to provide the same to those who ask, whether in person, by telephone, by mail or electronically.
2. Maintain an active program designed to increase and enhance business retention, expansion and attraction in the City of Imperial.
3. Provide to the city a list of all events the Chamber intends on focusing their efforts and resources upon in order to promote the positive and healthy image of the City of Imperial to citizens, the region and to potential tourists and other interested parties. Special attention to be given to the major events such as Christmas in a Small Town, Parade of Lights and Market Days which focus positive attention upon the community and brings in revenue to community businesses.
4. The Chamber shall assist City staff with development, maintenance and distribution of accurate data about the city of Imperial and its businesses, such as demographic data, utility contracts, City contract information, training and work force assistance, transportation and education details, housing market and land availability data, and other data as the client may need.
5. Conduct programs designed to grow and enhance the "tourist" industry in the City of Imperial. This includes enhancing the experience of visitors to regional facilities, local activities and other visiting for business reasons.
6. Promote and market a "shop local" campaign and encourage new development in the City of Imperial.
7. The Chamber will present a report to the City Council at one Council meeting a month. A written status report on activities, finances and general operations will be provided to the City Manager midyear and end of fiscal year.
8. The Chamber agrees to refer and inform the City Manager or designated staff, about the need of any business prospect interested in the City of Imperial, or voiced by existing businesses. The Chamber agrees to organize necessary meetings when requested by the City Manager's office.