

**Johnston County Chamber of Commerce**  
**Executive Director**

Job Description (Approved 08.15.19)

The Executive Director of the Chamber performs a variety of administrative, technical and professional work in preparation and implementation of economic and community development plans. The Executive Director is charged with administering all functions of the Chamber Office; i.e., financial records, website maintenance, payroll responsibilities, training, record keeping, coordination of all Chamber events, etc. as well as providing assistance in establishing overall goals and objectives, policies and a Plan of Work for the Johnston County Chamber of Commerce. The Executive Director reports directly to the Chamber Board of Directors.

This full-time position is responsible for working closely with the Economic Development Committee and in promoting the business and economic development interests within the community. This position will include providing guidance to individuals and companies to establish, relocate, or expand their businesses within the community. The position will include assistance in the planning and coordination of community development projects, assisting business and residential applicants with local and state processes. Assists with negotiation and the management of professional service contracts, property sales or acquisition, and economic development-oriented negotiations, as assigned. Works to formulate and implement marketing and business attraction strategies, including familiarity with the goals and objectives of the Chamber. Serves as a member of economic development groups that promote economic and community development at the local, state or federal level, as deemed necessary or appropriate. Monitors legislation and regulations relating to economic development, and report findings to the appropriate impacted parties, i.e. the City Manager, the City Council, etc. Maintains strong working relationships with the general public, area businesses, clients, the media, and others.

Essential Job Functions:

- The Executive Director is charged with implementation of a broad-based program designed to improve and enhance the local economy and quality of life as well as Strategic Plan for the Johnston County Chamber of Commerce.
- Represent the Johnston County Chamber of Commerce as a member of civic organizations, tribal governments and government boards with Chamber objectives as the first priority, setting personal views and opinions aside.
- Provide strategic planning and marketing designed to encourage business expansion and business development, retention and recruitment for the entire Johnston County area.
- Responsible for raising funds to support the financial obligations and activities of the Chamber including identification, cultivation, solicitation and appreciation of individual and business/corporate partners.
- In cooperation with Governance, Finance, and Audit Committee chair, perform all fiscal and budget functions, including fundraising, accounts receivable and payable, and payroll.
- Work in a collaborative effort with local, state and federal governments, as well as elected and appointed officials within institutions and agencies of all levels of government.
- Provide marketing and advertising advice to Chamber members upon request, as well as a wide variety of services tailored to meet the needs of specific Chamber members.

- Disseminate appropriate information and news releases to regional, statewide and national news outlets, as well as make presentations to organizations and statements to broadcast and print media as necessary to meet the objectives of the Chamber.
- Oversee all day-to-day operations and staff of the Johnston County Chamber of Commerce.
- Provide light maintenance in and around the office as needed.
- Other duties as directed by the Board of Directors.
- Directs economic development initiatives to achieve the goals and objectives outlined by the Strategic Plan.
- Provides assistance in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This will involve the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.
- Provides professional economic development advice and serve as an advocate for economic development in line with the Strategic Plan.
- Promotes the Johnston County Industrial Park promoting the use or sale of lots, and the orderly development of projects within the park.
- Works closely with the JCIA and TDT to identify areas of concern in the promotion of business location and expansion within Johnston County.
- Maintains a liaison with various local, state, and federal agencies, coordinating projects with agencies as deemed necessary and appropriate.
- Provides information and/or make presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.
- Becomes familiar with the existing inventory of available buildings and business and residential development sites within the community. This will include both public and private buildings and land areas. Prepares grant proposals and applications, contracts and other necessary documents as may be required for necessary community services.

Required Knowledge, Skills, and Abilities: Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the essential job functions can be performed, with or without reasonable accommodation, using some other combination of skills and abilities.

- Ability to capably administer the essential job functions.
- Ability to think critically and solve problems necessary to meet daily challenge of responsibilities.
- Ability to competently use computer software (word processing, data based management, spreadsheets, administrative computing systems, etc.)
- Ability to effectively supervise and evaluate staff and office operations.
- Ability to communicate clearly and effectively.
- Ability to be self-directed, recognizing and completing duties without immediate supervision.
- Ability to schedule time and to work efficiently under pressure of deadlines.
- Ability to maintain a professional appearance and attitude.

- Ability to develop and maintain an attitude of service toward constituents of the Johnston County Chamber.

Training and Experience Required: Considerable experience in economic and community development, including administrative responsibility; graduation from a four-year college or university, preferably with specialization in economic and community development or a related field; or any equivalent combination or experience and training. Considerable knowledge of business development, community, and economic development. Working knowledge of municipal zoning and infrastructure, and planning programs and processes. Ability to communicate effectively to groups and individuals, engineers, architects, contractors, developers, businesses, supervisors, employees, and the general public. Ability to establish working relationships with other organizations and economic development practitioners. Ability to prepare and analyze reports and data, and have skill in the operation of necessary tools and equipment, i.e. computer, word processing, spreadsheet software, and general office equipment (telephone, fax, copier, calculator, etc).

In addition, the Executive Director is charged with a number of duties specified in the Constitution and Bylaws of the Johnston County Chamber of Commerce, which are found in Article V, Section D, and Article 6, Section A1-A4 and reads as follows:

#### **ARTICLE 5: BOARD OFFICERS**

##### **Section D. (Executive Director):**

The Executive Director shall be selected by the Board and may not be an elected member of the Board. He/she shall serve as Chief Operating Officer/Manager of the Chamber of Commerce Office until such time as his/her resignation may be accepted by the Board, or his/her services is terminated by the Board. The Executive Director shall attend to the execution of such activities as the Board may direct. He/she shall maintain an accurate record of the proceedings of the Chamber. He/she shall have charge of and be responsible for the Chambers property, funds, and accounts, as well as hiring, management and supervision of all other Chamber employees.

#### **ARTICLE 6: COMMITMENT OF RESOURCES**

##### **ARTICLE 6: COMMITMENT OF RESOURCES**

##### **Section A. (Disbursement/Commitment of Funds): (Updated 08.15.19)**

No member or Board Member shall enter into an agreement, either verbally or written which obligated the Chamber in any manner, without first having the approval of the Board. No disbursement via check/debit card shall be made unless it shall have been authorized by a majority vote of the Board with the exception of Sections A-1, A-2, A-3, and A-4. All checks must have two signatures by pre-approved signatories.

##### **Section A-1: (Updated 01.18.18, 08.15.19)**

Executive Director III can issue checks up to \$1,000.00 without approval of the board, not to exceed \$2,000.00 per month and only when there are adequate funds available and detailed receipts and records are kept and reported to the Board at the next regularly scheduled Board meeting. Total funds exceeding \$2,000.00 per month must be reviewed and approved by the Board. A Bank Statement including all checks written will be provided as part of the Monthly Board Financial Report.

##### **Section A-2:**

Checks for payments of notes or other obligations, which have had prior approval of the Board, may be written by the Executive Director.

**Section A-3:**

Any new debt exceeding (\$500.) must be approved by the Board unless it is for repair or maintenance of equipment for which the Chamber is liable.

**Section A-4: (Updated 01.18.18)**

If the repair or maintenance of equipment is less than (\$500) it may be recommended by the Executive Director and approved by the Board President. If it is more than (\$500) the Executive Director must secure bids and present them to the Board for approval. The bid approval process must be conducted during a regular/special meeting with a quorum present. The Chamber of Commerce is not a government entity therefore it is not subject to the bidding process as is a government entity.

**Section A-5: (Approved 06.27.18)**

Reimbursement to employees of the Chamber of Commerce will be only be in the form of a check from the Chamber of Commerce.

**Section A-6: (Approved 06.27.18)**

The Board of Directors with guidance/recommendation from the Governance, Finance & Audit Committee maintains a Progressive Growth Plan to determine the salary and compensation of the Executive Director. The Plan can be found in Appendix 1.

**Section A-7: (Approved 08.15.19)**

Cash withdrawals from Chamber bank accounts for events shall require proper documentation of the withdrawal, use, and deposit back into the account.

**Section**

Verification that this job description was reviewed with the employee:

Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

08.15.19