

**VILLAGE OF MANTENO
JOB DESCRIPTION**

**VILLAGE MARKETING AND COMMUNITY RELATIONS DIRECTOR /
CHAMBER OF COMMERCE EXECUTIVE DIRECTOR**

Department: Administration
Salary Range: Starting Salary - DOQ
Job Classification: Full-time, Exempt
Work Hours: Varies; event oversight and night meetings required
Benefits: Full-time Employee
Reports to: Village Administrator / Chamber President

Experience & Training:

- Graduation from a high school or GED equivalent, with a Bachelor's Degree or equivalent in Business or a related field.
- Documented experience in special event planning.
- Proven ability to plan and implement all facets of events, including coordination of site, manpower and participants.

Licensing & Certification:

- Valid Illinois driver's license.

JOB SUMMARY:

Under limited supervision, plan, advertise, promote, implement, and document Village events. Manage all administrative functions for the Chamber of Commerce.

ESSENTIAL DUTIES (Village Marketing & Community Relations Director):

- Plan, implement, directly supervise and follow-up on all special events.
- Manage Community Center usage and rentals.
- Develop and maintain event and volunteer databases.
- Coordinate event logistics, publicity, including public relations, advertising and collateral material design.
- Prepare and maintain records and reports of special events and activities.
- Maintain a clean, organized and safe work area.
- Train volunteers in safe and proper handling of duties.
- Present weekly reports during staff meetings.
- Prioritize activities and actively participate in special event budget process.
- Develop an annual marketing plan.
- Assist with the annual Village Events budget planning.
- Perform any other related duties as assigned by superiors or the Village Board.

ESSENTIAL DUTIES (Chamber of Commerce Executive Director):

- Monitor organization structure and procedures.
- Interpret policy.
- Motivate volunteers.
- Manage the budget.
- Maintain and grow favorable membership relations.
- Develop long-range plan and vision.

- Plan, implement and follow-up on all special events.
- Develop and implement presentations that promote all aspects of the village.

All duties listed above are intended only as illustrations of the various types of work that may be performed. The omissions do not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of:

- Event Planning, public relations and marketing principles and practices.
- Fundamentals of writing, composition, layout, photography and production for publications and promotions.

Skill in:

- Organizing multiple projects and various range of volunteers.
- Self-direction, tact, diplomacy and a clear, courteous and professional manner when dealing with the public.
- Types of modern office equipment including copiers, computers, phones and fax machines. Knowledge of online services and the Internet a plus.

Ability to:

- Prepare and maintain records and reports by utilizing computer programs including spreadsheets and word processing.
- Assist in fiscal year budget planning.
- Establish and maintain effective working relationships with employees, other agencies and the public.
- Communicate effectively verbally and in writing, including speaking in front of small to medium groups.
- Work within time constraints and deadlines

PHYSICAL DEMANDS: While performing the duties of this job, the employee:

Is regularly required to:

- Sit, stand, move from place to place.
- Bend, reach, balance.
- Push, pull.
- Utilize close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

On occasion is required to:

- Lift objects over 25 pounds.
- Climb ladders or steep inclines.

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: Typical for indoor and occasionally outdoor environments. Employee will be exposed to:

- On occasion outdoor weather conditions including wind, heat, cold, rain, snow, humidity.
- On occasion, dust.

SAFETY:

- All duties must be performed in a safe and efficient manner.
- Incidents involving personal injury or property damage must be immediately reported to supervisor.
- All equipment and work area must be maintained in a neat, orderly, and readily accessible state.
- Protective eye-wear, ear-wear, head-wear or clothing will be provided by the Village when necessary to perform essential job functions.

ABILITY TO PARTICIPATE: All positions are expected to participate in regularly scheduled safety meetings and problem resolution exercises, and support and champion cultural diversity, awareness, and sensitivity. This position will also require professional and compassionate interaction and communications with the general public, Police, EMS, superiors, co-workers, and special groups.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

I have read and understand the duties required for this position. I (**DO / DO NOT**) meet the qualifications and (**DO / DO NOT**) have the ability to perform the essential job functions of this job. Accommodations necessary for me to perform the essential functions would include the following:

Applicant's Signature

Date