

CITY OF SIBLEY

JOB DESCRIPTION

Job Title: *Chamber Director/Office Assistant*

FLSA Status: *Exempt*

Job Status: *Fulltime/Medium Duty – appointed by and working under the direction of the City Administrator and the Chamber Board President*

ESSENTIAL DUTIES REQUIRED

- *Run Monthly Chamber Board Meetings. Including (but not limited to) plan the agenda, write and record the minutes, and maintain records as Chamber Secretary.*
- *Respond to community & visitor requests in a timely and proficient manner*
- *Assist City office staff with customer questions, take and process payments, have a general knowledge of City code and zoning code to answer questions.*
- *Crosstrain with office staff to fill in upon an absence – Utility Billing, Filing, filling in at council meetings as needed, etc.*
- *Assist Rec Director and Golf Clubhouse manager in coordinating events.*
- *Assist in maintaining golf dues, fees, and memberships*
- *Assist in maintain campground fees and payments*
- *Work with staff to notify the public of emergency or time-sensitive updates*
- *Maintain and update the City of Sibley/Sibley Chamber website*
- *Maintain and update the City of Sibley/Sibley Chamber Facebook page*
- *Maintain and update the “Welcome” sign at Jack Rabbit Junction.*
- *Coordinate 1st Dollars, Chamber Coffees, Business After Hours, and other meetings as needed*
- *Maintain current and accurate communication between the Chamber office and its members including Weekly Newsletters and email contact*
- *Exhibit leadership in the marketing of the community of Sibley with planning and idea generation*
- *Provide staff support and organization to the activities and events happening in Sibley*
- *Coordinate and direct events of the Chamber including but not limited to:*
 - *Annual Meeting*
 - *Good Ole Summertime*
 - *Crazy Days*
 - *Downtown Trick or Treating*
 - *Traditions of Christmas*
 - *Farm & Home Show*
 - *Welcome Wagon*
 - *Osceola County Fair Commercial Building*
- *Coordinate billing and collection of annual member dues as well as preparation of membership cards*

ADDITIONAL DUTIES REQUIRED

- *All general office duties assigned as needed.*

SKILLS, KNOWLEDGE AND ABILITIES REQUIRED

- *Proficient in Microsoft Suite – including outlook, word, publisher, and excel.*
- *Event planning and coordinating*
- *Excellent communication skills – verbal and written*
- *Develop and maintain a positive online presence for both Chamber and the City*

WORK ENVIRONMENT

- *Medium work requiring the exertion of up to 50 pounds of force occasionally and up to 20 pounds of force frequently.*
- *The Administrative Office is in a handicapped accessible building being on one level. Work requires employee to move about a lot in the performance of his/her duties. Positions may require sitting for long periods of time.*
- *Position will require occasional travel, work outside the office and participation in meetings.*

The City of Sibley is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

Note: This job description includes the primary job duties and requirements for this position. However, it is not intended to provide an exact description of all job duties and requirements. The City reserves the right to change this job description at any time.