



**POSITION TITLE:** President / CEO

**REPORTS TO:** Chair of SCCOC Board of Directors

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**Overall Focus:** To support an environment that is conducive to business development, entrepreneurship, community and economic development, volunteer inclusion and vision for economic success in Sumter County. To ensure that the Chamber is known in Sumter County and the State of Georgia as the advocate and public voice for the major business interests, issues and concerns.

**SCCOC Mission:** The mission of the Sumter County Chamber of Commerce is to provide opportunities and support for the growth and prosperity of local business and industry.

**Function:** The President and CEO provides leadership, coordinates the implementation of the Chamber Annual Business Plan of Action and the three to five-year Strategic Plan and supervises the actions of the volunteers and staff to ensure that the needs of the members are met in a professional and timely manner. The President serves as a liaison for the business community with local, state, and national elected officials.

**Specific Duties and Responsibilities:** The duties and responsibilities shall include, but are not limited to the following:

- To plan, develop staff, and supervise the annual Business Plan of Action for the Chamber, to position the Executive Committee and Board of Directors as to what their annual responsibilities entail through the Board Development Committee and to serve as an Ex Officio or Staff Member of the appropriate committees.
- To effectively communicate the needs of the Sumter County business community to all elected officials and to maintain active relationships with elected and government officials that impact the efforts of the County, the PDA, the Chamber and its members.
- To develop and submit a draft operating budget to the Executive Committee for review and approval by the SCCOC Board of Directors and to ensure that all expenses remain within the boundaries of the approved budget.
- Ensure the SCCOC functions as a business organization. This includes the control, storage, management, and filing of the following: taxes, files, studies, reports, audits, appraisals, legal documents, or surveys affecting the chamber and its clients. In addition, the President is to ensure that the organization remains in compliance with local, state, and federal guidelines and / or regulations affecting the chamber.

- Ensure all professional relationships are maintained with the appropriate parties and that all certifications and continuing education requirements for self, staff, and clients are met as required.
- Manage all private and public properties and funds placed in the care of the President / CEO in a professional, legal, moral and ethical manner always making every effort never to co-mingle funds.
- Comply with the employment requirements between the SCCOC Board of Directors, and to assume all other duties and responsibilities that occur to ensure that the SCCOC is perceived as a professional organization representing business.
- All duties as assigned.

#### **Skills Needed:**

Experience in business administration, planning, human resources and financial management, preferred.

- Bachelor's degree required, preferably Business Administration, Management, Marketing, Public Relations, Liberal Arts. Master's degree preferred or commiserate experience in related field.
- Strong organizational, planning, verbal and written communication, time management, sales and leadership skills, required.
- Experience using a Personal Computer and Microsoft Office software, as well as, standard office equipment, required.
- Ability to work with Volunteers, Staff Members, Boards of Directors, Elected Officials and Senior Level Business Leaders, effectively and the ability to meet timelines set by others are required.

#### **Physical Requirements:**

- Required to submit to a background check due to management of funds.
- Pass a drug test, required.
- Visual acuity to prepare and analyze data and operate a personal computer.
- Ability to drive a motor vehicle, required.
- Ability to lift at least fifty pounds, periodically.

#### **Disclaimer:**

This position description is not intended and should not be construed to be a complete list of duties, responsibilities, and / or working conditions. While this position description is intended to be an accurate reflection of the job requirements, the SCCOC reserves the right to modify duties, and to assign other duties as necessary to accomplish the goals and tasks of the organization. All specific duties, responsibilities, required skills and physical requirements are essential to the job function of this position; however, miscellaneous functions that are incidental to the performance of the fundamental job duties have been excluded. All requirements are subject to possible modification and reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct or significant risk to the health and safety of themselves and / or employees. This position description does not supersede the contractual arrangements between the President / CEO and the SCCOC.