



## JOB DESCRIPTION

<b>JOB TITLE:</b> Administrative Officer, Senior Administrator, Business Manager, ETC	<b>FSLA STATUS:</b> Exem
<b>REPORTS TO:</b> Board Chair and Vice Chair	<b>Contractor or Employee Status</b> <b>Salary 45,000 + COMMISSION</b>

Contact: Send Resume & Questions [caddo@caddodesign.com](mailto:caddo@caddodesign.com)  
Contact: Don Kelin 303.638.3631, Questions and Interview

### GENERAL SUMMARY

Manages the administrative operations for the Rocky Mountain Indian Chamber of Commerce (RMICC), to include, but not limited to, the chamber resources, projects, and memberships in accordance with the chamber goals and objectives. Collaborates with RMICC board chair and vice chair to implement strategic direction and business plan. Collectively promotes and recruits chamber members, event sponsors, and fund-raising events. Actively represents the chamber with the chair & v-chair in the business community, e.g., minority coalition and chambers, small business community, indigenous organizations, tribal nations, corporate events, government organizations, etc.

### ESSENTIAL RESPONSIBILITIES

- Implement RMICC goals, mission, and vision with only consultative direction from the board chair and vice chair.
- Serve as a subject matter expert for the Native American business community, culture, and organizations.
- Formulate and implement operational policies, procedures, and provide direction for RMICC within the guidelines established by the board chair and vice chair.
- In collaboration with the board chair and vice chair, prepare operational budget, including budgets for projects and fund-raising events.
- Ensure operational policies, procedures, and policies are current and maintained for continued organizational operations and productivity.
- Report and evaluate RMICC's operations and performance in meeting goals and objectives. Determine areas of potential program improvement, policy change, or cost reduction.
- Routinely collaborate with board chair and vice chair regarding chamber issues, concerns, activities, or to resolve problems.
- Recruit and promote chamber membership, corporate sponsors, and activities.
- Plan, direct, and organize chamber membership/enrollment, services, and activities. Resolve issues, concerns, and/or complaints.
- Participate or represent RMICC on various boards, management committees, community organizations, or other governing boards as approved and directed by the board chair and vice chair.



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### JOB LEVEL GUIDE

- Knowledge and Experience: Develops organizational business concepts, techniques, and standards. Drafts policies, procedures, applications based on professional principles. Viewed externally as a subject matter expert. Knowledge of professional business laws, regulations, principles, procedures, and practices. Advanced leadership, project management and problem-solving skills. Expert knowledge and experience with indigenous communities, organizations, and tribal nations either locally or nationally. Intermediate to advanced skill with using various business software programs, e.g., Microsoft Office 365, ZOOM, Quick Books, etc. Knowledge of standard audio-visual equipment.
- Complexity & Scope of Impact: Decisions effect RMICC's financial status, members, corporate sponsors, and/or public relations. Erroneous decisions or recommendations would result in failure to achieve goals critical to the major objectives of the organization.
- Decision Making & Problem Solving: Works on complex to routine problems and provides solutions which are innovative, productive, and add value to RMICC.
- Supervision & Independence: Reports to the RMICC board chair and vice chair. Board chair and vice chair will direct goals, objectives, and priorities. Assignments are often self-initiated. Determines and pursues courses of action necessary to obtain desired results.
- Interaction & Collaboration: As directed by the board chair and vice chair, serves as a chamber spokesperson on functional deliverables, projects, and/or initiatives. Provides recommendations to the board chair and vice chair, members, sponsors, and customers on functional issues and applications. Excellent oral and written communication.
- Minimum Education & Demonstrated Experience:  
3 years' experience with a BS Degree or 8 years relevant experience.  
2 years' experience with a MS Degree or 9 years relevant experience.

### PHYSICAL DEMANDS

- General office environment. Tools used: desktop computers, mobile phones/smart phones, notebook computers, personal computers, tablets, audio-visual equipment, etc.
- Attendance and participation at chamber sponsored events, corporate sponsored events, or other professional business events may be required. Events and functions typically occur after regular business hours and/or on weekends.
- Occasional long-distance travel maybe required.

### DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by individual assigned to this job classification. Statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.