

**Tahlequah Main Street Association (TMSA) Director
Job Description, Compensation Package, and Employment Agreement**

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Board of Directors Approved: May 10, 2023

Carefully review the Job Description, Compensation Package, and Employment Agreement on the following pages. Acknowledge your complete understanding and agreement by initialing the bottom of each page and signing the Employee Agreement found on the final page of this document. After signing, please return the original copy to the TMSA President of the Board of Directors.

Mission and Work Objectives

The Tahlequah Main Street Association (TMSA) Director facilitates, promotes and advances the mission of TMSA and the businesses in the TMSA corridor through various programs, activities, events and performance of job duties while utilizing the Four Points of Main Street approach - Economic Vitality, Design, Promotion, and Organization.

The TMSA Director is the principle on-site paid staff person responsible for management of day to day operations, coordinating all program activities and volunteers, as well as representing the TMSA when appropriate at the city, state, tribal, and federal levels of government. In addition, the program manager should help guide the organization as its objectives evolve.

The TMSA Director is accountable to the TMSA Board of Directors through the President of the Board. Upon review and acknowledgement of this Job Description and subsequent Compensation Package and Employee Agreement, the Director agrees to uphold the approved purpose, philosophy, and mission of the organization at all times.

Essential Job Duties

Assist with coordination of activities, projects and events of each of the TMSA program committees and with implementation of work plans, ensuring that communication among committees is well established. Also creates and maintains a line item budget for each event/project as well as a volunteer plan if needed.

Assist the board of directors and committees in developing annual action plans for implementing economic development strategies and formulating a downtown revitalization program that emphasizes cultural and historic preservation. In development of the plan, the program manager must be mindful of the roles of various downtown interest groups and work cooperatively with all persons and groups directly and indirectly involved in downtown. Manage the accounts and finances, always acting in the best interest of the TMSA, which includes but not limited to the overseeing the organizations acquisitions, maintaining property

TMSA Director Applicant Initials _____

inventories, record keeping, developing budgets and financial reports while working collaboratively with the acting TMSA Treasurer to accurately report on and seek approval of proposed budgets to the Board of Directors, complete routine monthly reports for board meetings and monitor the annual budget.

Prepare all reports required by the various entities on city, state, tribal, and federal levels to which TMSA is responsible for while ensuring all reporting deadlines are met. This includes but is not limited to any and all reports required by awarded grants to TMSA.

Develop and conduct on-going public awareness and education programs designed to enhance appreciation of the downtown's assets and to foster an understanding of the TMSA's goals and objectives as defined by the organizations transformation strategy and strategic plan.

Assist business owners and/or tenants when possible with physical improvement projects to ensure the enhancement, investment, and economic development of the downtown corridor while encompassing historic preservation as well as goals, objectives and other criteria of the TMSA.

Work collaboratively with the Board of Directors and the Organization committee to maintain positive and frequent communication with business owners and/or tenants and develop a liaison program in which each board member will be assigned to work as a representative to a set number of businesses and tenants.

Receive and forward accordingly, inquiries from prospective downtown investors, developers and business owners to the appropriate authority and report on any such contacts within the monthly Director's report to the Board of Directors.

Advise downtown merchants, entities, organizations, and other stakeholders on TMSA's activities, goals, objectives, and help coordinate joint promotional events to improve the quality and success of events while attracting people to downtown utilizing digital marketing and other marketing methods to ensure maximum economic impact and coverage of promotional and event activities.

Establish and maintain strong and productive professional relationships and communication with appropriate agencies, entities, and partners of TMSA at the city, state, tribal, and federal levels to help meet the goals and objectives of the TMSA.

Provide follow-up information and reporting as needed for any TMSA project and/or event as assigned including but not limited to project/event budgets, business impact reports, improvement plans, volunteer plans and participation feedback from others involved in the project or event.

Maintain TMSA program records, reports, accounting and financial information, resource files and other pertinent information. Create backups of all essential social media resources, web development resources, photo files, or video files on TMSA owned drives.

TMSA Director Applicant Initials _____

Attend meetings, trainings and events as assigned being mindful that overnight travel may be required. Performs job duties at various times as needed including mornings, afternoons, evenings and weekends.

Other duties as assigned by the TMSA Board of Directors (BOD).

Technology Responsibility

TMSA provides a paid smartphone and laptop to the Director. This equipment is organization owned, personally enabled (OOPE). TMSA will provide these resources and devices to be used and managed by the Director. It is the responsibility of the Director to maintain these devices in good working order.

All credentials to access any resources and devices such as but not limited to usernames, passwords, and/or authenticators must be stored in a secured and shared file with the executive board leadership team of the TMSA (President, President-Elect, Secretary, and Treasurer).

Supervisory Responsibility

The Director provides supervision for staff and volunteers working on behalf of TMSA. The Director will serve as the point of contact for consultants or outside vendors conducting work for or on behalf of the TMSA.

Job Knowledge and Experience

A four year degree from an accredited college or university is preferred, but not required. In lieu of a degree, 4 or more years of relevant work experience in a long tenured relevant position as defined below may suffice.

Have education and/or experience in one or more of the following areas: volunteer or non-profit administration, economic development, finance, public relations, event/project planning, business administration, retailing, cultural and historic preservation, business development and/or fundraising.

Must be sensitive to the needs of the individuals, businesses, agencies and entities that form the downtown corridor. Must be experienced in working with one or more local stakeholders which includes but is not limited to the City of Tahlequah, the Cherokee Nation, the Tahlequah Chamber of Commerce, Northeastern State University, or Northeastern Health Systems.

Must be professional, energetic, entrepreneurial, creative, well organized and capable of functioning effectively in an independent environment. Excellent written and verbal communication skills, including mass communication, are essential as well as advanced experience in cloud computing and project management, website management and digital marketing.

Must possess a valid driver's license and be able to pass a drug test.

TMSA Director Applicant Initials _____

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Required work is performed both in an office setting as well as outdoors which will include various weather conditions. Hand-eye coordination is necessary to operate computers and other office equipment as well as carrying out tasks for projects and event implementation. While performing the duties of the job, the employee is frequently required to talk or hear as well as stand or walk or sit and to use hands and fingers to handle or feel as well as reach with hands and arms and in some cases stoop, crouch, or climb. The employee must occasionally lift and/or move up to 25 pounds.

Performance Appraisals

It is the policy of TMSA Board of Directors to evaluate the job performance of the Director. The performance appraisal provides a means for discussing, planning, and reviewing the performance of Director of the essential duties as defined in this document.

Introductory Period Reviews

A newly hired Director must satisfactorily complete an introductory period 180 days from the date of hire, as determined by the date the Employment Agreement is signed. Directors will be evaluated at the midpoint (90 days) and at the end (180 days) of the introductory period as determined by the TMSA Board of Directors. The completion of the introductory period shall not be construed as creating a contract or as guaranteeing employment for any specific duration. The Director may be dismissed at any time during the introductory period by the TMSA Board of Directors. A new Director failing the introductory period shall have no rights to appeal a dismissal or any other adverse action taken with respect to the employment status.

Annual Evaluations

An annual performance appraisal of the Director position will take place during the month of June and will be submitted to the TMSA board in the July board meeting for review. The Director is required to comply with the request of the appointed committee responsible for conducting the annual performance appraisal. Annual performance appraisals are not required for Directors who are in their introductory period or have satisfied their introductory period within 90 days of the evaluation schedule.

Performance Appraisals Structure

The President of the TMSA Board of Directors will nominate a temporary Nomination and

TMSA Director Applicant Initials _____

TMSA Director Job Description, Compensation Package, Employment Agreement

Performance committee of their peers to conduct an annual performance appraisal of the Director position. The committee will prepare an Employee Performance Appraisal form, ensuring measurable detail of performance, and make recommendation of any COLA Adjustments and/or Annual Performance Bonus to the TMSA board. The Employee Performance Appraisal, as well as any other recommendation of the committee, will be presented to the TMSA board for review in the July board meeting of each subsequent year. The committee will review the appraisal outcome with the Director and provide them with a copy. The appraisal may not be appealed; however, Directors may provide their comments regarding the appraisal in the designated area of the Employee Performance Appraisal form prior to the form being presented to the TMSA board for review.

COLA Adjustments and Annual Performance Bonus

A cost of living adjustment (COLA) is intended to offset yearly inflation and may increase the Director's rate of pay each year. COLA adjustments will be determined by the CPI-U All Urban Consumers Index or similar. COLA adjustments may increase the Directors salary by up to 3% annually, are subject to the availability of funds, and are subject to TMSA board approval.

As determined by the results of the annual performance appraisal, which is reviewed and approved by the TMSA board, the Nomination and Performance committee may choose to evaluate the merit of awarding the Director position an annual salary increase up to 5% of their current annual salary. In addition, the Director may receive an annual bonus of up to 10% of their current salary based on progress in accomplishing objectives detailed within the Transformation Strategy Report and any subsequent objectives set forth by strategic planning, and hitting all financial targets and fundraising goals set by the TMSA Board of Directors in any given year.

The TMSA Board of Directors retains the discretion to alter, cancel or reduce any part of this document which includes the details outlined in the COLA Adjustments and Annual Performance Bonus sections. Furthermore, the TMSA Board of Directors retains the discretion to alter, cancel or reduce any recommendation put forth by the Nomination and Performance committee. Any increase in pay or bonuses will take effect in July following TMSA board review and approval.

Termination of Employment

It is the policy of TMSA to ensure that uniform procedures are followed in all employee terminations. No part of this document should be construed as creating a guarantee of employment for any specific duration.

An employee who desires to voluntarily terminate their employment relationship with TMSA is required to notify the BOD President in writing at least two weeks in advance of the voluntary

TMSA Director Applicant Initials _____

termination date. Upon notification, the two week period may be adjusted at the discretion of the BOD President.

The Director must continually meet all job requirements. A Director may be terminated from employment of TMSA when he/she no longer meets job requirements. This type of termination will not be considered adverse and may not be appealed.

All TMSA property including but not limited to keys, debit cards, credit cards, phones and laptops and/or any form of digital property must be immediately returned to the organization. Unpaid time worked will not be authorized for payment until this property is returned.

TMSA Director Applicant Initials _____

Compensation Package

As the Director of Tahlequah Main Street Association (TMSA), you are entitled to the following compensation package. Please carefully review the details below.

This is a full-time exempt position with standard office hours. This position is paid bi-weekly on a salary basis. The TMSA Director is expected keep standard office hours from 8 a.m. to 5 p.m. Monday through Friday with lunch break permitted for up to 1 hour each day. It is required to utilize lunch breaks after 10:59 a.m. and before 1:59 p.m. each day or the break will be forfeited.

During the planning and execution of special events hosted or supported by Tahlequah Main Street Association, the TMSA Director may be required to work outside of standard office hours. In this event, please see the *Accrued Flex Time* benefit below.

We will be offering you the following compensation and benefits:

- Annual salary of \$46,350 paid bi-weekly;
 - Compensation package will be reassessed during 90 day and 180 day introductory period reviews and during subsequent annual employee performance appraisals.
 - COLA adjustments and an annual performance bonus will be administered as funds are available during annual employee performance appraisals.
- Annual Paid Time Off (PTO)
 - Five days of PTO will be granted after six months of employment; an additional five days of PTO will be granted after twelve months of employment.
 - PTO will not continue accruing and will be forfeited if not used within the twelve month period. No PTO may be used during TMSA event or during any period that would negatively impact the planning of events.
 - BOD President approval is required prior to utilizing of PTO. The Director is responsible for submitting a request for leave form in writing to the BOD President.
- Accrued Flex Time for work performed outside of standard operating hours
 - Flex time is acquired 1:1 for each hour of work performed outside of standard operating hours. Flex time should be used within one month of its accrual or it will be forfeited.
- Paid Smartphone and Laptop – See ‘Technology Responsibility’ above.
- Health and Wellness Stipend
 - \$350/monthly (\$4,200 annually) stipend for health and wellness related expenses such as health insurance or gym membership.

TMSA Director Applicant Initials _____

Employment Agreement

I, _____, acknowledge that I have read, understood and accept this offer and the terms and conditions contained in the job description and compensation package, and agree to be bound by the terms and conditions of employment as outlined herein.

Director

Print Name

Signature

Date

TMSA President of the Board of Directors

Print Name

Signature

Date

TMSA Director Applicant Initials _____