

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

**Jamie Hale- 2025
Board of Directors Approved: May 10, 2023**

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 fday 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

1. 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.
 - 1: Needs Improvement
 - 2: Below Expectations
 - 3: Meets Expectations
 - 4: Exceeds Expectations
 - ~~5: Exemplary Performance~~

Comments:

Jamie works well with the committees, and has built a good rapport with the committee chairs. She does well with the budgets for the signature events and maintains adequate numbers. With her experience, she regularly asks questions to make sure the committees are working towards appropriate goals. We see this as one of Jamie's strengths.

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2. 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.
 - 1: Needs Improvement
 - 2: Below Expectations
 - 3: Meets Expectations
 - ~~4: Exceeds Expectations~~
 - 5: Exemplary Performance

Comments:

We feel like we could use “bigger picture” guidance, especially when it comes to Transformation Strategies. Exemplary performance in her ability to cooperate with the various stakeholders for the downtown space.

3. 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 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.
 - 1: Needs Improvement
 - 2: Below Expectations
 - 3: Meets Expectations
 - 4: Exceeds Expectations
 - ~~5: Exemplary Performance~~

Comments:

Exceeds all of the treasurers expectations for the financial oversight, financial transparency, and fiscal responsibility.

4. 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.
 - 1: Needs Improvement
 - 2: Below Expectations
 - 3: Meets Expectations
 - 4: Exceeds Expectations
 - ~~5: Exemplary Performance~~

Comments:

Reports are up to date and are in good order. Working through the specifics with the city of Tahlequah, but all other aspects are good to go.

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5. 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 organization's transformation strategy and strategic plan.
 - 1: Needs Improvement
 - 2: Below Expectations
 - 3: Meets Expectations
 - 4: Exceeds Expectations
 - 5: Exemplary Performance

Comments:

We recognize that Jamie isn't the sole person responsible for this work, but she is a great asset to the organization in this regard.

6. 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.
 - 1: Needs Improvement
 - 2: Below Expectations
 - 3: Meets Expectations
 - 4: Exceeds Expectations
 - 5: Exemplary Performance

Comments:

Her assistance with the Hawk, her resource sharing for the 127 House, and her advocacy with the apartments on Morgan street are good examples of the ways that Jamie is a big supporter of downtown businesses and catalyst for economic growth.

7. Work collaboratively with the Board of Directors and the Organization committee to maintain positive and frequent communication with business owners and/or tenants
 - 1: Needs Improvement
 - 2: Below Expectations
 - 3: Meets Expectations
 - 4: Exceeds Expectations
 - 5: Exemplary Performance

Comments:

Working towards finding a good balance within this area. We think that Merchant Mingles are a good way to stay connected, as well as the groupme, but there are some TMSA led initiatives that can help with the merchant connections.

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8. 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.
 - 1: Needs Improvement
 - 2: Below Expectations
 - 3: Meets Expectations
 - 4: Exceeds Expectations
 - ~~5: Exemplary Performance~~

Comments:

Jamie finds a good balance of keeping things confidential but also putting items on the “radar” of TMSA. We’re not sure how frequently she, or TMSA as a whole, is approached for updates like this, but we are confident in her ability to handle them appropriately.

9. 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.
 - 1: Needs Improvement
 - 2: Below Expectations
 - 3: Meets Expectations
 - 4: Exceeds Expectations
 - ~~5: Exemplary Performance~~

Comments:

Jamie is a great spokesperson for TMSA. She is always available to answer questions and serve as a liaison for the organization. She regularly gets asked to attend meetings and provide insight on behalf of TMSA that will assist with the overall marketing strategy of the downtown space.

10. 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.
 - 1: Needs Improvement
 - 2: Below Expectations
 - 3: Meets Expectations
 - 4: Exceeds Expectations
 - ~~5: Exemplary Performance~~

Comments:

Similar to the prior point, Jamie serves as TMSA’s best asset for building relationships and maintaining strong connections.

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11. 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.

- 1: Needs Improvement
- 2: Below Expectations
- 3: Meets Expectations
- 4: Exceeds Expectations
- 5: Exemplary Performance

Comments:

Jamie is excellent at showing the work of TMSA through these reports and updates. Especially with the board meetings, it has been beneficial to get fully updated after initiatives end so we can see bigger picture success points.

12. 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.

- 1: Needs Improvement
- 2: Below Expectations
- 3: Meets Expectations
- 4: Exceeds Expectations
- 5: Exemplary Performance

Comments:

We are getting more organized and fully utilizing google for convenient and efficient access to documents and other information.

13. 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.

- 1: Needs Improvement
- 2: Below Expectations
- 3: Meets Expectations
- 4: Exceeds Expectations
- 5: Exemplary Performance

Comments:

Jamie does all that she needs to, and is good at finding balance with the various travel needed within her role.

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

- 1: Needs Improvement
- 2: Below Expectations
- 3: Meets Expectations
- 4: Exceeds Expectations
- 5: Exemplary Performance

Comments:

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).

- Needs Improvement
- Below Expectations
- Meets Expectations
- Exceeds Expectations
- Exemplary Performance

Comments:

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.

- Needs Improvement
- Below Expectations
- Meets Expectations
- Exceeds Expectations
- Exemplary Performance

Comments:

The BOD sees this as an additional opportunity for her to keep her growing if she is lacking confidence in it.

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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.

- Needs Improvement
- Below Expectations
- Meets Expectations
- Exceeds Expectations
- ~~Exemplary Performance~~

Comments:

Performance Appraisals Structure

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

1. 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 may increase the Directors salary by up to 5% annually, are subject to the availability of funds, and are subject to TMSA board approval.

Not at this Time

Approved at 5 %

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2. 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 8% of their current annual salary.

Not at this Time

Approved at 7.4 % merit based salary increase

401 K Investment match budgeted at \$2,062

3. 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.

Not at this Time

Approved at 10%

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.

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 to 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.

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.

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We will be offering you the following compensation and benefits:

- Annual compensation made up of the following;
 - 5% COLA salary increase of \$49,789 x.05 = \$2,489.45
 - 7.4% Performance based merit salary increase of \$49,789 x.074= \$3,684.39

New Salary is \$55,962.84, paid semi-monthly

 - 10% one time annual bonus of FY24/25 salary \$49,789 x.10= \$4,978.90
 - 401k matching contribution up to a maximum of \$2,062
 - 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.
- Paid TMSA Smartphone and TMSA Laptop – See ‘Technology Responsibility’ above.
- Personal Cell Phone Stipend
 - \$150/monthly (\$1,800 Annually) stipend for personal cell phone usage
- Health and Wellness Stipend
 - \$350/monthly (\$4,200 annually) stipend for health and wellness related expenses such as health insurance or gym membership.

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Employment Agreement

I, _____, acknowledge that I have read, understood and accept this Performance Appraisal 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

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