

## **JOB DESCRIPTION**

### **EXECUTIVE DIRECTOR-KENTUCKY AUCTIONEERS ASSOC INC**

**OVERVIEW:** This position is responsible for the total day to day operation of the approximately 400-member Kentucky Auctioneers Association, Inc (herein referred to as the Association), working at the direction and pleasure of the Board of Directors. The work requires the ability to work independently, accurately, and efficiently without direct supervision.

**GENERAL REQUIREMENTS:** Skill sets required include a high level of written and verbal communications, accounting, event planning, data management, social media, and graphic arts. A basic understanding of, belief in, and appreciation of the auction method of marketing is desirable. The Executive Director will provide and maintain, at their own expense, the Association's office within the state of Kentucky.

**OFFICE ADMINISTRATION:** It will be the responsibility of the Executive Director to:

1. Maintain accurate and easily accessible records of the Association's membership.
2. Communicate information that might be of interest the membership on a regular basis, including, but not limited to, legislative information, auction results within the industry, major life events within the membership and the auction family in general, National Auctioneers Assoc events, events supported by the Association, Board of Auctioneers information, and other information as the need arises.
3. Respond to information request from the membership or other related parties in a timely manner, providing information and/or resources as available.
4. Possess an intermediate or greater knowledge of Microsoft Office programs such as Excel and Publisher.
5. The ability to plan, organize, and produce the Association's annual convention consisting of various Board of Auctioneers approved continuing education classes, meals, entertainment, awards, contests, vendors, etc.
6. Serve as the secretary to the Association Board of Directors, providing meeting agendas, financial statements, and providing and maintaining the official minutes of Association Board and General membership meetings.
7. Assure that the Corporation remains in good standing with the Secretary of State
8. Maintain, at Association expense, necessary insurance, i.e. Workman's Compensation, Directors & Officers Liability Insurance, and protection against loss of Association equipment, and any other as directed by the Association Board.
9. Schedule and compensate auctioneers provided under contract with any state or federal agency or outside entity.
10. Maintain a close working relationship with the Kentucky Board of Auctioneers

#### **FINANCE AND ACCOUNTING**

1. Serve as the treasurer of the Association

2. Possess no less than an intermediate working knowledge of Quickbooks financial software.
3. Maintain accurate, timely, and understandable records of the Association's financial position. Such records are to be available for Association Board review at any time, on request, and presented at each regular board meeting and the annual General Membership Meeting.
4. Produce necessary invoices and deliver to the responsible party in a timely manner, to minimize the time necessary to collect any funds due.
5. Reconcile bank statements on a monthly basis
6. Make timely deposits of income and remit payments of obligations within stated terms.
7. File state and federal tax documents and remit any taxes due within the allotted time.

#### JOB DESCRIPTION-EXECUTVE DIRECTOR, KENTUCKY AUCTIONEERS ASSOC INC, PAGE 2

##### GRAPHIC ARTS AND SOCIAL MEDIA

1. Possess a working knowledge of the Adobe Creative Suite with the capability to create and produce high quality magazines, newsletters, convention programs, and other print media as required for distribution to the membership and/or others.
2. Keep the Association website current, attractive, and functional
3. Establish and maintain social medial sites as deemed necessary and beneficial to the Association and its members

##### OTHER

1. Attend the annual National Auctioneers Association Conference and Show at the expense of the Association, serve as the coordinator of any activities held for the membership at said event, and be a source of information for members in attendance.
2. Attend significant events, at the expenses of the Association, involving members, such as the Kentucky Farm Bureau State Fair Ham Breakfast, bill signings involving issues of importance to the membership, and others as they might arise, representing the Association and its members in a professional manner.
3. Perform other duties as may be deemed necessary for the effective operation of the Association as directed by the Board of Directors

## SALARY AND BENEFITS

1. The salary for this part time position is established at \$16,800, payable monthly. Other than the required Workman's Compensation Insurance, no other benefits are provided. Necessary travel on behalf of the Association will be reimbursed at the rate of \$0.55 (fifty-five cents) per mile. Necessary food and lodging while traveling on behalf of the Association will be reimbursed at actual cost, subject to modification by the Board of Directors. No allowance or compensation is provided for office space or for the required storage of Association documents.

## APPLICATION PROCESS

Resumes should be submitted by mail to the following address, or by email, to arrive by January 31, 2019. The selection will be made February 8, 2019.

Russell Mills, President

Kentucky Auctioneers Association Inc

P O Box 1084

Scottsville KY 42164

Email: russellmills7509@yahoo.com