

INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT by and between the **ESTES PARK LOCAL MARKETING DISTRICT**, a Colorado local marketing district, hereinafter referred to as the "LMD", and the **TOWN OF ESTES PARK, COLORADO**, a Colorado statutory town, hereinafter referred to as the "Town", is effective the 1st day of January, 2011.

WITNESSETH:

WHEREAS, the LMD is a local marketing district organized to provide the services set forth in Section 29-25-111 (1)(e)(I)(A), (B) and (C), C.R.S.; and

WHEREAS, the LMD was created pursuant to the provisions of Section 29-25-101 *et seq.* C.R.S. and the Intergovernmental Agreement dated August 26, 2008 and all amendments thereto between the Town and the Board of County Commissioners, Larimer County; and

WHEREAS, applicable provisions of the Colorado Constitution and the statutes of the State of Colorado, specifically Section 29-20-101 *et seq.* C.R.S., authorize the LMD and the Town to enter into mutually binding and enforceable agreements, including agreements addressing the subject matter of this Agreement; and

WHEREAS, effective January 1, 2011, the LMD will need the professional services and assistance of six employees of the Town (the "Employees") in order to provide the services set forth in the LMD's approved Operating Plan; and

WHEREAS, in order for the efficient performance of the Operating Plan, the LMD will supervise the Employees and be responsible for reimbursing the Town for the salaries and benefits of the Employees pursuant to the terms and conditions of this Agreement; and

WHEREAS, the Town and the LMD have agreed that the Town shall provide office space and other services to the LMD, and the LMD has agreed to pay the Town for said services; and

WHEREAS, the Town and the LMD have determined that it is the best interest of both entities to accomplish the efficient provision of marketing and promotional services as set forth in the Operating Plan by the terms of this Intergovernmental Agreement.

NOW, THEREFORE, IT IS UNDERSTOOD AND AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. **Preamble.** The Parties acknowledge that the recitals set forth above are true and correct, and those recitals are hereby incorporated into this Agreement.
2. **Effective Date.** The Agreement shall be effective as of January 1, 2011.
3. **Employees.** The Town and the LMD agree as follows:
 - a. **Office Space.** The Town shall provide sufficient office space for the Employees at the Visitor's Center. The Parties agree to cooperate in the provision of necessary work space for the Employees which will be similar to the current work space of the Employees at the time of execution of this Agreement. The Town shall have the right, after consultation with the LMD, to rearrange work areas of the Employees to ensure the efficiency of both the LMD and Town operations. The LMD shall pay the Town rent for this office space.
 - b. **Job Description.** Attached hereto as Exhibit A are job descriptions for the six individual Employees reflecting the supervision of the Employees by the LMD and their job duties. The LMD may change individual job descriptions after consultation with the Town.
 - c. **Supervision of Employees.** The Employees shall be supervised by the LMD. All Employee disciplinary actions including, but not limited to, suspension and/or termination, shall be pursuant to the terms and conditions of the Town's Personnel Policy Manual dated March 23, 2004. For purposes of all matters involving the Employees and the Town's Personnel Policy Manual, the LMD, or its designated Supervisory Employee, shall be the supervisor of the Employees. Any allowable appeal of a disciplinary action regarding the Employee shall be to the LMD Board. The LMD hereby agrees that all personnel actions involving any of the Employees shall remain confidential unless requested in writing to be made public by the individual Employee. Any amendment to the Town's Personnel Policy Manual shall also apply to the Employees.
 - d. **Salary and/or Benefits.** The LMD shall reimburse the Town for all compensation and benefits of the Employees. Any change, whether an increase or decrease in the Town's pay structure and/or benefits shall be applicable to the Employees. In the event the LMD wishes to provide additional compensation and/or benefits to any individual Employee, said increase shall be the responsibility of the LMD; and the LMD shall provide sufficient funds to the Town to pay for such increase in compensation and/or increased benefits.
 - e. **Termination or Resignation of Employee.** The Town and LMD shall cooperate in filling vacant Employee positions including posting the job notice, application, and interviews for the vacant position. Said newly hired individual shall become an Employee of the Town and subject to Town policies and procedures and the terms and conditions of this Agreement. In the event an Employee is either terminated or

resigns, the Town shall be responsible for the payment of all accrued but unused sick and/or vacation leave through December 31, 2010. The LMD shall be responsible for the payment of all accrued but unused sick and/or vacation leave accruing to the Employee after December 31, 2010.

4. **Other Employees.** The LMD retains the right to hire any other persons to be employees of the LMD. The terms and conditions of any such employment shall be in the sole discretion of the LMD and not subject to the terms and conditions of this Intergovernmental Agreement.

5. **Other Services.** The LMD agrees to pay the Town for building rent, IT services, payroll processing, and other services deemed necessary by the Parties in an amount to be determined on an annual basis. The LMD and the Town, by separate agreement, may agree that the Town shall provide other services to the LMD such as accounting, investments, and/or administrative staffing

6. **Annual Audit.** If the Town determines, pursuant to applicable GASB Standards, that the Town's audit requires the inclusion of the LMD as part of the audit, the LMD shall pay for the cost of the LMD's portion of the Town's audit expense.

7. **Effective Date and Termination.**

- a. This Intergovernmental Agreement shall take effect upon its execution by both parties shall take effect on January 1, 2011, and shall remain in full force and effect unless terminated earlier by mutual agreement of the parties or as provided in subsection c. below. The parties agree that they shall review the terms and conditions of this Agreement annually in anticipation of the preparation of the annual Operating Plan by the LMD.
- b. If, through any cause, either party fails to fulfill its obligations under this Agreement in a timely and proper manner, violates any provision of this Agreement, or violates any applicable law, the non-breaching party shall give the breaching party written notice of said breach. The breaching party shall have thirty (30) days to correct the breach. If the breaching party fails to correct the breach within said thirty (30) day period, the non-breaching party shall have the right to terminate this Agreement for cause.
- c. Either party may terminate this Agreement upon ninety (90) days written notice prior to the end of any calendar year. Said termination shall be effective as of the last day of the applicable calendar year. If the Town terminates this Agreement, the Town shall, to the extent permitted by law, allow the LMD to purchase Town benefits for the Employees through 2013.

8. **Change in Employment Status.** The parties understand and agree that the Parties are contemplating that the employment status of the Employees be changed so that the Employees

become employees of the LMD and not the Town. In said event, the Town shall, to the extent permitted by law, allow the LMD to purchase Town benefits for the Employees through 2013. Also, the Parties agree to amend this Agreement to address all issues resulting from the change in employment status.

9. **Annual Appropriation.** Nothing herein shall constitute a multiple fiscal year obligation pursuant to the Colorado Constitution, Article X, Section 20. Notwithstanding any other provision of this Agreement, either Party's obligations under this Agreement are subject to annual appropriation by the Party. Any failure of a Party to annually to appropriate adequate monies to finance the Party's obligations under this Agreement shall terminate this Agreement at such time as such then-existing appropriations are depleted. Written notice shall be given by the non-appropriating Party promptly to the other Party of the failure to appropriate adequate monies.

10. **Notices.** All notices or other communication hereunder shall be deemed given when personally delivered or after the lapse of five (5) business days following mailing by certified mail, postage prepaid, address as follows:

ESTES PARK LOCAL MARKETING DISTRICT

Attn: Chairperson
Post Office Box 4426
Estes Park, CO 80517

TOWN OF ESTES PARK

Attn: Town Administrator
Post Office Box 1200
Estes Park, CO 80517

11. **Relationship of the Parties.** The Parties enter into this Intergovernmental Agreement as separate and independent entities and shall maintain such status throughout the term of this Intergovernmental Agreement.

11. **Governmental Immunity.** Nothing contained herein shall be construed as a waiver or modification of the rights afforded to the LMD and/or the Town under the Colorado Governmental Immunity Act and subsequent amendments thereto.

13. **Indemnification.** To the extent permissible by law, the LMD shall indemnify, protect, defend and hold harmless, the Town of Estes Park and its employees, elected and appointed officials, from any and all claims, losses or damages incurred in connection with the services to be provided by the Town pursuant to this Intergovernmental Agreement. Such indemnification shall include reasonable attorney's fees and costs.

14. **Governing Law in Effect.** This Intergovernmental Agreement shall be governed by and construed under the laws of the State of Colorado.

15. **Venue.** Venue for all purposes shall be deemed proper in the District Court of Larimer County, Colorado.


16. **Entire Agreement of the Parties.** The recitals contained herein represent the entire agreement of the Parties, and shall be binding upon the parties hereto and their successors.

17. **Amendment.** No amendment or other modification of this Intergovernmental Agreement shall be valid unless pursuant to a written instrument signed by both parties.


18. **Assignment.** The benefits and burdens under this Intergovernmental Agreement may not be assigned by either party without the written consent of the other.

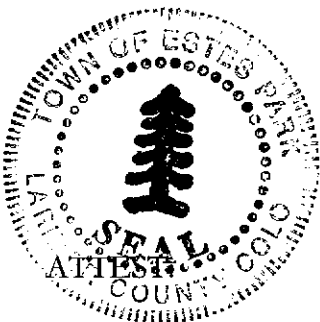
IN WITNESS WHEREOF, the Parties hereto have caused this Intergovernmental Agreement to be executed.

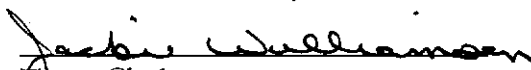
**ESTES PARK LOCAL MARKETING
DISTRICT**

By: 
Chairperson


ATTEST:


John Nydegger, Admin Asst.




Town Clerk

TOWN OF ESTES PARK

By: 
Mayor

Estes Park Local Marketing District
COMMUNICATIONS COORDINATOR
for the Estes Park Convention & Visitors Bureau

DESCRIPTION OF WORK

General Statement of Duties:

Is responsible for the efficient, and effective coordination and production of visitor marketing programs including, but not limited to, advertising, web site development, media relations, community relations, travel writer support, vacation planner development, media trade shows.

Supervision Received:

Works under general supervision of the Local Marketing District Director.

Supervision Exercised:

Exercises supervision over outsource and freelance service providers as required.

ESSENTIAL FUNCTIONS OF THE JOB: The following are essential functions of the job:

1. Job Duties: (assists in):

- A. Coordinate production of advertising placements as assigned.
- B. Write advertising copy where required.
- C. Coordinate production of, or produce, all web site content elements.
- D. Produce and develop existing media relations program.
- E. Produce and develop a community relations program.
- F. Formulate and conduct a Travel Writer support program.
- G. Manage production of annual Official Visitors Guide.
- H. Develop and produce annual CVB Annual Report.
- I. Produce or coordinate production of Visitors Center counter materials.
- J. Produce and develop electronic media programs.
- K. Participate in Media Trade Shows where appropriate.
- I. Support international travel initiatives where appropriate.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill, and Ability:

- 1. Be fluent with standard office software, web site software, data entry and keyboarding in general.
- 2. Ability to communicate effectively in English, both verbally and in writing.
- 3. Ability to deal effectively and courteously with the public and co-workers.

Special Requirements:

1. Copywriting or News Release writing experience.
2. Advertising Production experience.
3. Web site development experience.

Education:

Bachelor's degree or higher or equivalent experience.

Experience:

Five to seven years experience or related fields.

OR

Any equivalent combination of education and experience.

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I will perform those above and all other assigned duties as directed by my supervisor and management.

Signature: _____ Printed Name: _____

Date: _____

ESTES PARK, COLORADO LOCAL MARKETING DISTRICT
COMMUNICATIONS MANAGER
OF THE ESTES PARK CONVENTION & VISITORS BUREAU

DESCRIPTION OF WORK

General Statement of Duties:

Oversees all paid advertising and promotion of the Estes Park area for the Estes Park Local Marketing District (LMD) via the Convention and Visitors Bureau. Plans, coordinates, and directs all travel advertising, Web promotion and other programs to increase visitation to the area. Plans, coordinates, and directs all fulfillment, visitor information services and other programs to support visitation to the area. Develops and coordinates all elements of the promotional message to visitors and potential visitors.

Supervision Received:

Works under the direction of the Executive Director of the LMD.

Supervision Exercised:

Two part-time year-around Information Specialists.

ESSENTIAL FUNCTIONS OF THE JOB: The following are essential functions of the job. Any one position may not include all of the duties listed.

1. **Job Duties:** (assists in):
 - A. Develop creative presentation and coordinated promotional message.
 - B. Develop media strategy.
 - C. Place advertising.
 - D. Track and evaluate advertising response where possible
 - E. Initiate and direct research. Implement recommendations when appropriate.
 - F. Direct and support development of Web site.
 - G. Direct and support development of Vacation Planner.
 - H. Prepare annual budget requests.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Ability:

1. Comprehensive knowledge and experience in the development and operation of Convention and Visitors Bureau.

2. Knowledge and understanding of concept development and implementation.
3. Fluent with standard office software, copywriting, creative direction, concept development and implementation.
4. Must possess excellent verbal and written communication skills.

Special Requirements:

1. Comprehensive knowledge of media placement, media strategies, branding, market evaluation, performance tracking, research design and implementation.
2. Exempt under the Fair Labor Standards Act (FLSA).

Education:

A four-year college degree or equivalent.

Experience:

Ten years of travel advertising and tourism marketing,

OR

Any equivalent combination of education and experience.

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I will perform those above and all other assigned duties as directed by my supervisor and management.

Signature: _____ Printed Name: _____

Date: _____

LOCAL MARKETING DISTRICT ESTES PARK, COLORADO

SEASONAL ADMINISTRATIVE ASSISTANT

DESCRIPTION OF WORK

General Statement of Duties:

Receives training in and performs duties for the Local Marketing District Director including customer service and detail work requiring considerable exercise of independent judgment.

Supervision Required

Works under general supervision of the Local Marketing District Director.

Supervision Exercised

Exercises supervision over personnel as assigned.

ESSENTIAL FUNCTIONS OF THE JOB: The following are essential functions of the job. Any one position may not include all of the duties listed.

1. **Job Duties:** (assists in):
 - A. Performs administrative duties for the LMD Director.
 - B. Book LMD meeting rooms, prepare and close down Board Room for LMD meetings, create, distribute agenda, take meeting minutes, files/record keeping, manage required official action items such as posting the adopted budget, etc.
 - C. Respond to inquiries from stakeholders.
 - D. Enhance the stakeholder experience by providing fast, friendly, professional and reliable customer service.
 - E. Conduct periodic stakeholder services audit.
 - F. Ensure EstesParkCVB.com stakeholder website listings are accurate, current and complete.
 - G. Add, deactivate, and modify stakeholder web listings as needed.
 - H. Performs other LMD work as required for Group Sales and Communications.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skill, and Ability:

1. Proficient in MS Word and Excel.
2. Excellent computer skills.
3. Exceptional customer service skills.
4. Ability to exercise initiative and independent judgment and to react resourcefully under varying conditions.
5. Ability to communicate effectively both verbally and in writing.
6. Ability to establish and maintain effective working relationships with employees, stakeholders and the general public.

Education:

High School education.

Experience:

Three year experience in similar position.

OR

Any equivalent combination of education and experience.

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I will perform those above and all other assigned duties as directed by my supervisor and management.

Signature: _____ Printed Name: _____

Date: _____

ESTES PARK LOCAL MARKETING DISTRICT, COLORADO
STAKEHOLDER SALES & SERVICES MANAGER

DESCRIPTION OF WORK

General Statement of Duties:

Responsible for developing and maintaining strong stakeholder relationships within the Estes Park Local Marketing District. Responsible for educating stakeholders on the value of the Estes Park LMD. Responsible for sales and service of LMD advertising products offered to business stakeholders including web based services, Visitor Center advertising, and print advertising. Research, develop, price, implement, and sell new LMD stakeholder advertising products. Generate revenue for the CVB/LMD through stakeholder advertising sales.

Supervision Received:

Works under general supervision of the Executive Director of the Estes Park Local Marketing District.

Supervision Exercised:

None.

ESSENTIAL FUNCTIONS OF THE JOB: The following are essential functions of the job.

Any one position may not include all of the duties listed.

1. **Job Duties:** (assists in):

- A. Develop and manage stakeholder benefits and advertising sales and services strategic plan and budget.
- B. Research, develop, price, implement and sell new stakeholder advertising services and evaluate and enhance existing stakeholder services.
- C. Grow stakeholder advertising revenue by offering effective and relevant advertising services to LMD stakeholders.
- D. Maintain involvement in the community and industry to foster stakeholder relations.
- E. Contacts stakeholders regularly to assess needs, solicit feedback, maintain maximum stakeholder satisfaction.
- F. Maintain accurate and complete business stakeholder contact information.
- G. Prepare and present stakeholder presentations to individuals and groups.
- H. Maintain on-going relationships with stakeholders in order to gain stakeholder feedback and communicate value of the LMD/CVB.
- I. Develop and execute educational and networking programs and events to engage stakeholders and communicate the benefits of the LMD/CVB including selecting venue, invitations, speaker agenda, confirming attendees and speakers, food, set up, etc.
- J. Responsible for timely and accurate billing, collections and reporting of stakeholder services fees.
- K. Assists with the development of all stakeholder marketing materials and programs.
- L. Accurate and timely fulfillment of stakeholder advertising services, update CVB website, conduct periodic audits of stakeholder services fulfillment including website contents and brochure rack fulfillment.

1. **Job Duties:** (assists in):
 - M. Serves as liaison to insurance companies for the LMD Workers Compensation Programs; leads Worker Compensation Safety Committee meetings, attends Worker Compensation Safety Seminars.
 - N. Other duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill and Ability:

1. Ability to be courteous, professional, and service oriented.
2. Strong knowledge of Estes Park and the tourism industry.
3. Excellent sales skills, results oriented.
4. Excellent computer skills and database management experience including in-depth working knowledge of Microsoft Office including Word, Excel, Outlook.
5. Strong working knowledge of bookkeeping and accounting practices, as required by the position.
6. Strong knowledge in tourism industry.
7. Ability to respond effectively to changing priorities.
8. Strong organizational and follow up skills, strong written and verbal communication skills.
9. Excellent time management skills.
10. Ability to communicate effectively in English, Both verbally and in writing.
11. Ability to exercise initiative and sound judgment in order to react resourcefully under varying circumstances.
12. Ability to maintain and establish effective working relationships with co-workers, other agencies and the general public.

Special Requirements:

1. Must have current Colorado Driver's License and an acceptable driving record.
2. Must have reliable transportation for travel in and around the Estes Park area.
3. Exempt under Fair Labor Standards Act (FLSA).

Education:

Four year college degree or career/experience equivalent.

Experience:

Minimum three years experience in the destination marketing or hospitality industry with a minimum three years sales experience.

OR

Any equivalent combination of education and experience.

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I will perform those above and all other assigned duties as directed by my supervisor and management.

Signature: _____

Printed Name: _____

Date: _____

**ESTES PARK LOCAL MARKETING DISTRICT, COLORADO
MEETINGS AND CONFERENCES SALES MANAGER**

DESCRIPTION OF WORK

General Statement of Duties:

Promotes and sells Estes Park as a meetings and conventions destination focusing on the Colorado Front Range overnight meetings market. Responsible for planning, developing, implementing, and measuring a comprehensive, LMD district wide, conference and group sales and marketing program.

Supervision Received:

Works under the general supervision of the Executive Director of the Estes Park Local Marketing District.

Supervision Exercised:

None.

ESSENTIAL FUNCTIONS OF THE JOB: The following are essential functions of the job.

Any one position may not include all of the duties listed.

1. **Job Duties:** (assists in):
 - A. Sales and marketing efforts focusing on booking overnight lodging resulting from the meetings and conventions market; working with Executive director, establishes specific annual room night goals.
 - B. Develop a comprehensive sales and marketing plan to maximize the group markets and grow lodging tax revenue.
 - C. Prospect for new conference and meeting decision maker clients via internet research, phone calls, emails, networking. Build relationships with existing clients.
 - D. Develops focused account selling strategy, determines competition and communicates Estes Park value proposition as positioned against competitive destinations.
 - E. Produces sales leads for district hotels meeting client needs and follows up on all leads; updates information into the CRM database.
 - F. Prepare proposals on behalf of the CVB Official destination; assist lodging properties in converting leads into booked business.
 - G. Coordinates and conducts site tours for meeting planners, showcasing facilities and attractions within the District. Participates in familiarization (FAM) programs for groups of meeting planners; responsible for inviting qualified clients to each FAM.
 - H. Attends and analyzes tradeshow values to determine return on investment.
 - I. Maintain detailed lead and client information in the CRM database and produce activity and sales reports.
 - J. Maintains excellent destination product knowledge, particularly relating to district lodging properties.

1. **Job Duties continue:** (assists in):
 - K. Cultivates effective cooperative working relations with area hotels and other stakeholders.
 - L. Frequent day trips to the Denver/Front Range region to meet with clients and prospects; attend industry meetings and other networking events, trade shows and other functions appropriate for promoting Estes Park as a meeting and convention destination.
 - M. Other duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill, and Ability:

1. Must be courteous, professional and service oriented.
2. Strong knowledge of Estes Park and the tourism industry.
3. Excellent sales skills.
4. Excellent computer skills including MS Office Suites and database/CRM systems.
5. Excellent organizational skills.
6. Physical ability and flexibility to work in limited amount of space around computer and office equipment.
7. Physical ability to drive and inspect various properties.
8. Excellent verbal and writing skills including the ability to communicate effectively in English, both verbally and in writing.
9. Ability to establish and maintain effective working relationship with co-workers and stakeholders and industry partners.

Special Requirements:

1. Must have valid Colorado Drivers' License.
2. Must be willing to work some evenings and weekends.
3. Must have dependable transportation
4. Exempt under Fair Labor Standards Act (FLSA)>

Education:

Four year college degree or career/experience equivalent.

Experience:

Minimum five years experience in the destination marketing or hospitality industry and minimum three years sales experience.

OR

Any equivalent combination of education and experience.

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I will perform those above and all other assigned duties as directed by my supervisor and management.

Signature: _____ Printed Name: _____

Date: _____

ESTES PARK LOCAL MARKETING DISTRICT, COLORADO

EXECUTIVE DIRECTOR OF ESTES PARK LOCAL MARKETING DISTRICT

DESCRIPTION OF WORK

General Statement of Duties:

Directs and leads the four department of the LMD section of the Convention and Visitors Bureau toward its mission. Works directly with the LMD Board on policy making and strategies for the organization. Act as primary spokesperson for the organization.

Supervision Received:

Works under general guidance and direction of the Local Marketing District board.

Supervision Exercised:

Exercises supervision over Communications, Group Sales & Marketing, Visitors Guide, and Stakeholder Services teams.

ESSENTIAL FUNCTIONS OF THE JOB: The following are essential functions of the job.

Any one position may not include all of the duties listed.

1. **Job Duties** (assists in):
 - A. Oversees administrative, operation and marketing functions of the LMD, including execution of the annual marketing and communications plan for the district.
 - B. Advises the Chairman of the Board, the Board and such other committees as designated.
 - C. Oversees the creation of financial reports and annual audit reports in accordance with procedures approved by the Board.
 - D. Develops and supervises the implementation of an annual operating and marketing plan, in order to promote the destination to local, state, regional, national and international audiences. Directs the preparation of the annual budget that supports these activities and presents it to the Board for approval.
 - E. Attends all meetings of the Board and other designated committees in an advisory, non-voting capacity.
 - F. Establishes and maintains ongoing effective communications with stakeholders, media, government leaders, business and cultural institution leaders, convention and events planners, and the local tourism industry.
 - G. Represents the LMD at selected local, state, regional and national conventions that serve to foster the betterment of the LMD's mission.
 - H. develops and maintains effective organizational policies and ensures all LMD activities are implemented within these established policies, guidelines, laws and ethical standards.
 - I. Selects, trains, supervises, and evaluates assigned personnel; coordinates staff training; implementation of discipline and termination procedures for all staff members via the adopted Town of Estes Park Employee Manual.

1. **Job Duties continued** (assists in):

- J. Establishes goals for individual departments and assists staff in order to meet those goals.
- K. Prepares and submits applications for external funding.
- L. All other duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skill, and Ability:

- 1. Ability to deal affirmatively with the public and co-workers.
- 2. Knowledge of marketing, business theories, practices, and procedures.
- 3. Knowledge of the principles and practices of budget preparation and administration.
- 4. Knowledge of the principles of supervision, training and performance evaluations with proven ability to recruit, train and develop staff.
- 5. Strong interpersonal skills and an ability to provide leadership.
- 6. Knowledge of customer service skills and techniques.
- 7. Ability and desire to work in a results driven environment.
- 8. Excellent verbal, written, and presentation skills.

Special Requirement:

- 1. Exempt under Fair Labor Standards Act (FLSA).

Education:

Four year degree from an academic institution; marketing, sales or business major preferred.

Experience:

Several years of related experience.

OR

Any equivalent combination of education and experience.

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I will perform those above and all other assigned duties as directed by my supervisor and management.

Signature: _____ Printed Name: _____

Date: _____