

Mountain View Co-op

Job Description

Job Title	Location & Sales Manager
FLSA	Exempt
Location	Conrad/540
Division	Agronomy
Date	February 2018

Job Summary

Directs, manages, and coordinates the activities and operations of the Mountain View Co-op (MVC), Conrad Agronomy Sales. Coordinates assigned activities with other divisions and customers.

Distinguishing Class Features

This position performs complex administrative and professional work to direct, promote and coordinate the location operations in a manner that will optimize MVC's market share and net savings. The manager will be promoting and supporting Mountain View Co-op portfolio of agronomy products including, fertilizer, crop protection products, seed and services to improve the producer's production efficiency and profitability. This position will ensure compliance with Mountain View Co-op's policies and procedures.

Essential Job Duties and Responsibilities

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)

- This is a single person location and is responsible for the management/operations of the location
- Promote, sell, support and implement a "Whole Crop Production" agronomy department philosophy with respect to crop nutrients, crop protection products, seed and service
- Work with Agronomy management in developing and implementing marketing plans and sales programs for producers
- Assist in competitive market analysis to maintain margins for MVC, to include but not limited to retail and service pricing
- Implements reporting and control methods
- Practices and encourages work place safety and holds employees accountable to practice work place safety
- Other duties that may be assigned

Required Knowledge and Abilities

Knowledge and understanding of:

- Management principles and practices
- Principles and methods of program development, implementation, and promotion
- Word processing and spreadsheet software
- Safety rules, procedures and practices

Ability to:

- ❑ Maintain time, cost and material records and prepares comprehensive reports
- ❑ Establish effective working relationships with the General Manager, Division Manager, Chief Finance Officer, Human Resource Manager, other employees, and the general public
- ❑ Communicate well with others in both technical and non-technical terms;
- ❑ Prepare accurate and reliable reports containing findings, recommendations, and technical documentation
- ❑ Operate a personal computer using word processing, spreadsheet and database applications appropriate to assigned duties
- ❑ Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- ❑ Perform a wide variety of supervisory and public relations tasks with accuracy and speed under the pressure of time-sensitive deadlines
- ❑ Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- ❑ Drive to meetings year-round within the state of Montana
- ❑ Meet challenges with resourcefulness through original thinking and creativity
- ❑ Works hours required of this position during peak season

Reporting Relationships

Reports to the Agronomy Division Manager.

Minimum Qualifications

Education/Experience/Training:

- High School diploma **and**
- Three (3) years of Agronomy and Agriculture experience

License/Certification:

- Valid Driver's License issued by the State of Montana.

Essential Physical Abilities

Essential Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Clarity of speech and hearing that permits the employee to communicate well with internal and external customers
- Specific vision abilities required by this job include close and far vision, the ability to adjust focus while operating computers and viewing into monitors, to read paper documents and operate motor vehicles
- Manual dexterity that permits the employee to operate a personal computer, files and equipment
- Personal mobility that permits the employee to enter, operate and exit motor vehicles
- Ability to navigate stairs;
- Ability to navigate tough terrain;
- Ability to lift 60 pounds
- The employee frequently is required to sit and reach with hands and arms; occasionally required to stoop, kneel, and climb.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is most generally performed in an office environment
- Travel in and outside the County to attend meetings etc. in all weather conditions
- The noise level in the work environment varies from low to moderately loud.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel as classified.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Human Resources: _____

Date: _____

Approved: February 07, 2018