

The Ottumwa Area Convention and Visitors Bureau is accepting applications for the position of Executive Director. The primary job responsibilities of the Director shall include operations and management of the Bureau, oversight of marketing, sales, new media, public relations, interaction with news media outlets, publications, and governmental relations. With guidance and direction from the OACVB Advisory Committee, and the Bridge View Inc. Board the Directors, the Director shall execute the administrative responsibilities of the CVB. Applicants for this position must have the ability to communicate clearly, provide leadership to staff, and volunteers, inspire and support destination marketing that increase travel and capital accumulation in the City of Ottumwa, and Wapello County.

The salary range is \$50,000 to \$60,000. Applications for this position consisting of a cover letter, resume, and 3 work-related references will be accepted until July 24, 2017. Applications for this position must be sent to Katy King, Administrative Secretary, City of Ottumwa, 105 East 3rd Street, Ottumwa, IA 52501, or kingk@ci.ottumwa.ia.us