



Uintah County

Job Description

Title:	Travel & Tourism Coordinator	Code:	539
Division:	Administration	Effective Date:	8/11
Department:	Tourism	Last Revised:	12/18
FLSA Cat:	Non-Exempt	Pay Grade:	16

GENERAL PURPOSE

Performs a variety of **various administrative and general clerical** duties as needed to promote and develop travel and tourism in Uintah County.

SUPERVISION RECEIVED

Works under the general supervision of the Travel & Tourism Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Provides first level contact with the general public; answers phone calls and assists walk-in public; responds to questions and makes referrals; performs general secretarial duties; composes letters, maintains filing systems, sends mass mailings of area guides, etc.

Makes recommendations and helps create ads for printed publications, radio and television, and other related promotional media; distributes media to visitors and potential businesses; produces VIP packets for conventions, prospective conventions and tourists.

Coordinates, schedules, and calendars meetings for the Travel and Tourism Directors; attends meetings and contributes to projects within the community; organizes meeting agenda for TRT Board, develops information packets, presentation materials and other items as needed.

Assists in planning, organizing and coordinating community events; attends events as required.

Monitors basic accounting functions of the department; produces department accounting reports; monitors fiscal activity to assure compliance with established budget; assists in fundraising activities.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

- A. Graduation from high school; plus two (2) years of training in office practices provided through professional workshops, seminars, vocational programs or in-service;

AND

- B. Two (2) years of experience performing above or related duties.

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Some knowledge of the tourism industry at the national, state, and local level; working knowledge of general office management and practices; the operation of standard office equipment; and basic mathematics. **Working Knowledge** of basic public relations.

Considerable Skill in graphic design programs; operation of telephone equipment, personal computer operation and various software applications such as word processing, spreadsheets, and data processing.

Ability to communicate effectively verbally and in writing; develop effective working relationships with supervisors, fellow employees, and the public; maintain department records as required.

3. Special Qualifications:

None.

4. Work Environment:

Tasks performed in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Talking, hearing and seeing essential to the performance of essential functions. Common eye, hand, finger, leg and foot dexterity also utilized in performance of daily tasks. Occasional exposure to changing environmental conditions due to local automobile travel. Mental application utilizes memory for details, understanding verbal instructions, emotional stability, and discriminating thinking.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)