

Job Description

Title: Tourism Coordinator

General Purpose:

The position is located at the Richland Center municipal building. The Tourism Coordinator is responsible for enhancing community awareness of events and programs and ensure department administrative effectiveness by scheduling and collecting payments for facility rentals, program participation, providing administrative support, and greeting and providing information for customers.

Reports to:

Works under the direction of the Clerk and Tourism Commission.

Position Detail:

Part time position, between 15 and 20 hours per week. Hours are flexible between 7:30 a.m. and 4:30 p.m., Monday through Friday.

Compensation:

Compensation will be available per the guidelines of the Richland Center Personnel Policy.

Description of Duties:

- Coordinate response to customer inquiries by:
 - Providing visitors service in person
 - Providing telephone answering services
 - Directing customers to appropriate personnel or locations
 - Respond to Visitor Center emails.
- Assist Richland Center Tourism Commission by, coordinating, and distributing information regarding tourism events and programs:
 - Work with City Clerk to prepare items for Tourism meetings.
 - Attend all Tourism meetings, take minutes and forward to City Clerk.
 - Maintaining current calendar and files for each event held within Richland County.
 - Preparing and maintaining contact lists for events and businesses in Richland County.
 - Typing and emailing events and activities within Richland County by-weekly.
 - Research local resources for all events happening within Richland County.
 - Updating Tourism web site and social media with local events.
 - Updating and working with the State Tourism web site.
 - Coordinate and organize Rodeo/June Dairy Days Parade.
 - Coordinate and organize CenterFest Event and Canyon of Lights Parade.
 - Work with local hotels with recording events related to room tax grants.
 - Work closely with City Clerk's Office on room tax related activities.
- Promote the City and County programs and events by:
 - Preparing City brochures, newsletters, and ads including the design and layout.
 - Informing visitors about programs and participation.
 - Informing visitor center volunteers of events
- Assist/work with local businesses on coordinating events and advertising.
- Work with motels/hotels on room tax reporting.
- Train business personnel on how to promote Richland County events and activities.
- Contribute to team effort by performing other duties as needed or requested.
- This job description may be subject to amendment by the Personnel / Insurance committee from time to time as needed.

Qualifications

Knowledge, Skills and Abilities

- Good skills in oral and written communication along with working with the general public.
- Ability to maintain effective working relationships with supervisors, subordinates and employees.
- Type 50 w.p.m. desirable
- Practical working knowledge of office equipment such as: copy machine, fax machine, calculator and typewriter.
- Good knowledge in working with computers including Microsoft word, excel and publisher and power point.

- Receives and reviews incoming mail, and process outgoing mail. Responsible for preparation of correspondence, forms, and reports that include a wide variety of technical or administrative terminology.
- Has some knowledge and background with accounting / bookkeeping
- Is able to work independently in planning, organizing and coordinates activities.
- Must have a valid driver's license.

Experience and Training

- Must have a High School Diploma and an Associate Degree from a vocational school or related amount of experience in the field.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.

Judgment and Situational Reasoning

- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation on information against measurable criteria.
- Ability to use function reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Responsibility to work independently.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.

The City of Richland Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description does not constitute an employment agreement between the City and the employee. Nothing in this Job Description restricts the City's ability to assign, re-assignment, or eliminate job duties and responsibility at any time.