

## **TOURISM SERVICES ASSISTANT**

### **NATURE OF WORK:**

Under the direction of the Tourism Coordinator, provide advanced administrative duties. Work involves coordinating administrative support functions, establishing and maintaining positive relationships with a variety of groups, individuals and the general public, assisting in promotion of tourism products, marketing the County's attractions, attending events, and related work as apparent or assigned.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Assists the Tourism Coordinator in the development, planning, organization and implementation of tourism programs, branding, advertising and marketing the County and promotion of special events.
- Assists visitors to the Brunswick Byways Visitors Center.
- Directs incoming telephone calls and messages to the appropriate administrative office personnel.
- Coordinates workflow within the office and performs general office support duties and assists other office personnel.
- Screens and distributes incoming mail; and ensures that materials are routed to the appropriate person for action or review and are responded to within required time frames.
- Schedules and coordinates arrangements for meetings, workshops, or special events; arranges for meeting rooms and refreshments if needed; sends letters of invitation to guests; prepares materials, arranges for audiovisual equipment, or any other equipment or props needed.
- Maintains filing system; sets up new files, files documents, and retrieves information.
- Types a variety of correspondence, memo, forms, etc.; composes routine correspondence as required; takes minutes of meetings, transcribes, and prepares for distribution as required.
- Maintains inventory of office forms, supplies, and equipment; prepares purchase requisitions.
- Performs related work as required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Some knowledge of methods, approaches and procedures involved in tourist promotion.
- Some knowledge of the location of tourist attractions in the County.
- Some knowledge of the artifacts in the Brunswick Byways Visitor Center.
- Some knowledge of the layout of the County.
- Ability to direct people to events and attractions.
- Ability to create promotional materials.
- Ability to express ideas clearly and effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with government officials and the general public.
- Ability to operate standard office equipment including telephones, computer, copy machines, etc.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed in an office setting. Operates standard office equipment including telephones, computer, copy machines, etc.

**MINIMUM QUALIFICATIONS:**

Education equivalent to high school graduation supplemented by higher education courses, preferably with coursework in business administration, communications, marketing or related field; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

**PHYSICAL REQUIREMENTS:**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and sitting and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions.