

NOTICE OF POSITION - MILLARD COUNTY
Tourist Information Center Clerical/Information Specialist
Fillmore North Park Visitor Information Center

Millard County Tourism will be accepting applications for the position of a part-time clerical/information specialist position. Hours will vary depending on need, but office is open Monday through Saturday.

Specifications: Graduation from high school and general office or clerical experience. Computer skills including, but not limited to WordPerfect, Microsoft Word, Windows XP, and data entry. Typing with speed and accuracy is important.

Application packets are available during regular business hours at the Millard County Offices, 71 South 200 West, Delta or at the Millard County Auditor's Office, 50 South Main, Fillmore. Request an application packet by mail by calling (435) 864-1400 or submitting an e-mail request to dhaveron@co.millard.ut.us. Application packets are available online at <http://millardcounty.org/Employment-Opportunities.html>.

Application with a résumé must be received by 5:00 p.m. July 18, 2011.

Millard County is an Equal Opportunity Employer.

***Published in the Millard County Chronicle Progress July 6 and July 13.**

MILLARD COUNTY

Title: North Park Tourist Information Center Clerical/Information Specialist

Reports to: Millard County Tourism Director

Classification: Regular Part Time

Approved by:

Date Written: June 30, 2011

Date:

JOB SUMMARY: Performs a variety of skilled duties under the direction of the Millard County Tourism Director as needed to effectively assist in the smooth operation of the North Park Tourist Information Center. General duties include, but are not limited to dissemination of tourism information.

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job related instructions and to perform any other job-related duties requested by a supervisor. Specific duties and responsibilities include, but are not limited to:

ESSENTIAL FUNCTIONS:

- Perform general office duties as required, i.e., typing, answering phones, taking messages, taking meeting minutes, copying, mass mailing, filing, letter writing, and helping the public.
- Maintain and organize files and records and keep desk area in a clean and organized manner.
- Provide information, within scope of knowledge, to the public or refers to the appropriate person or business.
- Organize and maintains various lists, records, directories and other informational material as directed.
- Attend Millard County Tourism meetings as needed
- Be familiar with all tourism sites within Millard County and surrounding counties, including camping, lodging, dining, historic sites, etc.
- Responsible for emailing/ mailing tourism information and any literature that promotes Millard County Tourism
- Update tourism websites as instructed
- Understand the responsibilities of other North Park employees
- Create email lists for tourism events
- Prepare welcome packets for new residents
- Mail information packets for tourism information requests
- Assist County Commissioner responsible for tourism events

EDUCATION AND EXPERIENCE

- Graduation from high school with background in general office practices and procedures.
- Practical experience performing above or related duties; or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently and in a timely fashion.

- Ability to work on multiple projects simultaneously in a fast-paced and challenging environment.
- Ability to follow projects to completion and meet deadlines.
- Ability to deal with the public courteously and professionally.
- Excellent written and oral communication skills.
- Computer experience with Microsoft Office Suite and Corel Office Suite.
- Able to type 40 wpm. Typing with speed and accuracy is important.
- Ability to follow directions carefully and to work independently.
- Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions.
- Ability to maintain effective working relationships with fellow employees, elected officials and other agencies of the public.
- Perform general bookkeeping; establish and maintain comprehensive records and files.
- Clear and legible penmanship.
- Ability to work independently without constant supervision

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.