

## **VISITORS CENTER ATTENDANT** **Pulaski County**

**Department:** Visitors Center

**Supervision Exercised:** None

**Supervision Received:** Minimal instruction and supervision after orientation period. Work is performed under the supervision of the Pulaski County Chamber of Commerce Director.

**Classification: (FLSA):** Non-Exempt, part-time (16 hours per week). Saturday and Sunday, 9:00 am until 5:00 pm.

### **Job Summary**

The essential functions of the job include providing assistance and handling inquiries from the public in person, via email, and/or phone pertaining to activities or general information about Pulaski County. Attendant also records reservations for facilities at local parks, making electronic posts to website, and occasionally assists in maintaining web pages.

### **Job Requirements**

- Presence on the job site
- Excellent communication skills
- Excellent customer service skills and ability to work effectively work with the public
- Must be responsible and dependable
- Must possess good computer and record keeping skills
- Possession of a valid appropriate drivers permit issued by the Commonwealth of Virginia
- Must pass a criminal background check and drug screen test
- Must be willing to work weekends

**Physical Requirements:** Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds on an occasional basis. The position also requires constant use of the visual and auditory senses as well as dexterity and skills with office equipment.

### **Job Duties and Performance Standards include but are not limited to:**

- Answers inquiries pertaining to local tourism and events
- Provides directions and maps out destinations of visitors
- Sells tickets to different events on an as needed basis
- Handles sign-ups for Parks and Recreation sponsored events
- Records reservations for shelter rentals at Randolph Park and disseminates proper paperwork
- Sends out annual correspondence regarding Harry DeHaven Boat Slips and Receipts payments to the Treasurer's Office

**Knowledge, Skills, and Abilities:**

- Ability to communicate effectively and proficiently with the public and staff
- Knowledge of the community and the recreational aspects of Pulaski County
- Skill to proofread and record accurate data
- Ability to follow directions and record data accurately and effectively

• Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_