

VISITOR EXPERIENCE ASSOCIATE 355-B

DISTINGUISHING FEATURES OF THE CLASS: This seasonal position involves responsibility for planning and directing programs at County Historical Sites and related areas. The incumbent will assume responsibility for the operation and promotion of a historical and recreational facility in the County. Must be available to work regularly from May through October, weekends are required. Work is performed under the general direction of the Director of Parks, Recreation & Beautification. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

When designated, assumes responsibility for complete operation of facility including operation of cash register for sales;

Assists with preparing facility for season opening and end of season closing;

Assists with the supervision of volunteers in the daily operation of programs and facility;

Assists with the promotion of the facility;

Assists with maintaining records for admissions, supplies purchased and repairs, etc.;

Conducts tours of the museum and adjoining interpreted sites;

Assists with maintaining order and preventing destruction (enforces rules and regulations);

Assists with maintaining cleanliness of Interpretive Center.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Working knowledge of office terminology and procedures; working knowledge of methods used in financial accounts and records; ability to carry out oral and written direction; ability to plan and supervise work of others; ability to deal with the public; ability to promote, plan organize and carry out all related activities; and good judgment.

MINIMUM QUALIFICATIONS:

None.

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Created 04/04/11

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised in Draft on 04/04/11

Revised and placed in Classplan on 4/8/11

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Revised and Replaced in Classplan: 4/4/2023