

VISITORS ASSOCIATION ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of diversified tasks in support of the managerial and administrative functions of the Sullivan County Visitors Association. In many instances, the work of the employee in this class serves as the basis for administrative decisions. Employees in this class are generally expected to perform a broad range of tasks, but may receive specific assignments. Supervision is exercised over subordinate staff. Work is performed under general supervision with leeway for the use of independent judgment.

TYPICAL WORK ACTIVITIES:

Assists the President of the Visitors Association in formulating policies and procedures pertaining to Association activities;

Arranges for Association activities that take place both within and outside of the county;

Assists in preparing booklets, pamphlets, leaflets, lectures, special reports, and other promotional literature;

Plans and prepares visual/graphic methods of promoting Sullivan County;

Designs layouts and writes advertising copy of advertisements, brochures, posters, and web based products;

Maintains fiduciary records;

Plans, directs and oversees account-keeping and clerical functions;

Compiles data and prepares reports;

Reconciles bank statements or accounts;

Reads incoming mail and answers general correspondence and/or distributes mail to appropriate staff members;

Speaks with office callers and furnishes general information;

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Prepares records and reports as directed by the President of the Association;

Attend meetings and conferences as directed;

May address various organizations regarding tourism in Sullivan County;

Supervises employees by assigning and reviewing completed work or projects.

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

TERISTICS: Good knowledge of administrative and managerial functions involved in directing an organization; good knowledge of business arithmetic; good knowledge of account-keeping, budgeting, and appropriation practices; good knowledge of office terminology, procedures and equipment; working knowledge of publicity principals and methods, and skill in the performance of such work; good knowledge of the geographical attractions and activities of Sullivan County; working knowledge of tourism funding and/or revenue sources; ability to plan, assign and supervise the work of others; ability to understand and interpret laws, rules and regulations pertaining to agency operation; ability to accurately prepare complex reports of a financial nature; ability to understand and follow complex oral and written directions; ability to plan objectives and coordinate functions of a large organization; ability to present ideas clearly both orally and in writing; ability to get along well with others; initiative; resourcefulness; courtesy; tact; and good judgment.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in Business Administration, Public Administration, Accounting or a related field and two years of full-time experience involving

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both clerical and direct public contact or direct interaction with the public; or

(B) Six years of experience as described in (A) above; or

(C) An equivalent combination of training and experience as described in (A) and (B) above

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Last Reviewed: 10/10/00

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 4/4/2023