



Job Title: Office Manager	Step: 80
Department: Economic Development / Tourism	Grade: 8
Effective Date: October 2021	Location: Monticello
Revision Date: November 2021	FLSA Status: Non-Exempt
Wage: \$14.88 - \$18.15 / hr (County typically hires at entry level pay depending on experience)	

**GENERAL PURPOSE:**

Provide the efficient daily operation of the department's office needs. Responsible for all requests for relocation, business and general visitor information are fulfilled including all mail and telephone inquiries. Answers telephone, records and relays messages to others in the department. Performs other clerical duties outlined in, but not limited to the examples below.

**SUPERVISION RECEIVED:**

Works under immediate supervision of Project Manager.

**SUPERVISION EXERCISED:**

Supervises Title V employee, including but not limited to:

- Preparing and sorting mail.
- Preparing newsletters and special information mailings

**EXAMPLE OF DUTIES:**

- Administers department web-site, performs daily updates and monitors web-site data via search engines and other marketing optimization.
- Maintains and codes accounts payable for approval by department head.
- Maintains travel trade and consumer show reservations and appointment calendar. Maintains all office files and records of grant awards and final reports from grant recipients. Records data and performs business evaluations in the field for the "B.E.A.R.", Business Expansion and Retention program. Answers mail, telephone, and

internet requests for information. Creates information letters and labels, inputs information on the computer regarding information requests, records mail statistics, resulting in number of mailings. Oversees warehousing and storage of brochures and literature for area Visitor Services. Compiles and/or keeps statistical information pertinent to Visitor Centers, visitor inquiries, and visits paid to all sites and centers in San Juan County. Keeps supplies of necessary brochures on hand in the office for mailing requests.

- Maintains contact with hospitality properties, B.L.M., U.S. Forest Service, National Park Service and all agencies to stay abreast of new additions and features and updates Group Tour Manual and Travel Guide as necessary.
- Maintains the department's Public Notice Bulletin board. Prints Relocation Guide and maintains information in the Student Information Booklets. Keeps supply on hand for special requests. Cleans, organizes and maintains storage area for brochures and Mail Room Delivers literature within the county as needed. Attends/staffs multi-day travel trade and consumer shows in and out of state. Performs other related duties as requested.

#### **MINIMUM QUALIFICATIONS:**

- Associate degree in Office Management Technology, marketing, hospitality industry or tourism with two or more years hospitality experience/internship OR: Graduation from high school with a supplemental course of study in general office management with intermediate computer knowledge, web-site maintenance skills AND
- Ten or more years in any of the following: travel trade, hospitality industry or tourism marketing.
- Ability to follow written and verbal instructions; ability to communicate effectively verbally and in writing.
- Must be a detail oriented self starter able to work without daily supervision.
- Must be able to travel out of state to shows for extended periods of time.
- Must have a valid Utah driver's license.
- Ability to establish and maintain friendly and effective working relationships with fellow employees, other inter-departmental and inter-agency employees and the general public.

#### **PHYSICAL DEMANDS:**

Tasks involve the ability to exert moderate physical effort in sedentary to moderate physical work, but which involve lifting, carrying, pushing, and/or pulling of objects and materials weighing 35 or more pounds. Tasks may involve extended periods of time at a keyboard or workstation or standing for long periods at travel shows.

#### **GENERAL HOURS:**

This is a full-time position, generally 8:00 a.m. to 5:00 p.m. Monday through Friday unless otherwise needed. Benefits are included. Attendance at various meetings or trade shows is required. Attendance at out-of-town trade shows of one week or more may be required. Such meetings may be held in the evenings and may require after hours preparation, week-end days and travel.

This description lists the major duties and requirements of the job and is not all inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

San Juan County is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: San Juan County is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at San Juan County are based on County needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations. San Juan County will not tolerate discrimination or harassment based on any of these characteristics. San Juan County encourages applicants of all ages.