

Job Description: DELIVERY / DISTRIBUTION CLERK

CLASS NO. 3405

EEOC CATEGORY: Transportation

PAY GROUP: 2

FLSA: Nonexempt

SUMMARY OF POSITION

Provides assistance in implementing the Heritage Tourism Grant project on an as-needed basis; picks up promotional literature from area businesses; assists in compiling county tourism bags; distributes finished bags to travel-related businesses; and maintains professional working relations with businesses.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Economic Development Director
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with chambers of commerce, business owners, and members of various local organizations.

EXAMPLES OF WORK

Essential Duties*

Performs duties associated with developing a network of visitor information sites throughout the county;

Establishes and maintains personal contact with local travel-related (service) businesses;

Creates and maintains a record of daily activities that will be used to measure the success of the grant program;

Promotes Chambers County;

Assists in the collection of brochures promoting local attractions;

Responsible for filling promotional bags to be distributed at the sites;

Maintains adequate stock of printed materials;

Distributes maps and tourist information bags to area businesses;

Assists in program development and guidance; and

Must have reliable transportation.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

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Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: policies related to the administration of the grant project and local tourist sites

Skill/Ability to: demonstrate proficiency in oral communication; establish and maintain effective working relationships with co-workers and the general public in a courteous manner; independently manage multiple project tasks; and comply with various deadlines.

ACCEPTABLE TRAINING AND EXPERIENCE

High school diploma, or its equivalent, plus at least two years of experience in customer service; *or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid driver's license and reliable transportation.