

Tourist Counselor

Job Code	Job Title	Pay Grade
4310K1	Tourist Counselor	15

CONCEPT:

This work provides promotional and informational services to visitors and travelers.

TASKS:

- Conducts tours and serves as an information guide explaining historical background and significant points of interest; answers tourist's questions.
- Provides maps, informational and historical pamphlets and brochures to visitors and travelers across the state.
- Sells Kansas mementos to visitors; fills orders for mementos received by phone or in the mail; records sales and income according to standard procedure; keeps inventory of items for sale and distribution.
- Records number of visitors and tour groups.
- May assist with training and/ or orienting new employees.
- Outlines tour routes; plans itineraries and schedules and arranges tours; personally conducts tours as schedule demands; welcomes tour groups.
- Develops recordkeeping and ordering system; orders and stocks brochures and sale items; prepares reports on daily activities and sales; deposits daily receipts

LEVELS OF WORK

- Class Group consists of one class.

MINIMUM REQUIREMENTS: High School Diploma or equivalent.

REF: 12/13