SOMERVELL COUNTY
JOB DESCRIPTION

JOB TITLE:	Tourism Specialist	EFFECTIVE:	August 2025
SUPERVISOR:	Somervell County Judge	STATUS:	Non-Exempt
DEPARTMENT:	Tourism/Visitor's Center	RANGE:	

POSITION SUMMARY:
The Tourism Specialist serves as the front-line representative of the Visitors Center, providing high-quality customer service to tourists and residents alike. This role is responsible for greeting visitors, distributing promotional materials, and offering detailed information about local attractions, history, landmarks, restaurants, and recreational opportunities. The Tourism Specialist also assists in managing communications, preparing mailings, and assembling promotional items and welcome materials to enhance visitor engagement and satisfaction.

ESSENTIAL FUNCTIONS:
- Greets and Assists all guests entering the Visitor's Center in a friendly and professional manner
- Provides printed brochures, maps, and other tourism-related materials to visitors
- Answers questions and provides accurate information about local landmarks, history, dining, shopping, events, and area attractions
- Answers, screens, and returns incoming phone calls to the Visitor's Center; directs calls as needed
- Prepares and mails Visitor Guides and tourism information packets upon request
- Assembles promotional items, welcome bags, and other materials for special events, groups, or promotional use
- Maintains and organizes the brochure displays
- Assists with the inventory and restocking of printed materials and promotional supplies

ADDITIONAL POSITION RESPONSIBILITIES:
- Other duties as assigned.

MINIMUM QUALIFICATIONS:
- Two years of work related experience
- High School diploma or equivalent

PHYSICAL DEMANDS:
Minimal – Standing and keyboarding.
Moderate – Sitting, bending/stooping, pushing/pulling, kneeling/squatting, walking, climbing, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching.

Moving – 11 to 30 lbs.

ENVIRONMENTAL FACTORS:
Not substantially exposed to adverse environmental conditions.