



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PARKS GROUP SALES COORDINATOR

Job Number: 20000575

Job Code: 15930V231216

Job Group: 1500 - PARKS AND RECREATION

Job Established: 10/16/1994

Job Revised: 12/16/2023

Grade: 13 Salary (MIN - MID):

\$20,549-\$30,824 - Hourly

\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary

\$3,561.84-\$5,342.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides on-site management and coordination of group sales events at Kentucky State Resort Parks or Kentucky Horse Park. Responsible for booking new and repeat group sales events for local Park. Maintains sales reports listing revenue raised by group sales effort; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Must have two years hospitality, tourism, sales, meeting planning, business or administrative experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Hospitality, tourism, sales, meeting planning, business or administrative experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be 20 years and one day of age at time of employment. Applicants for employment with the Kentucky State Resort Parks must obtain S.T.A.R. (Server Training in Alcohol Regulations) certification from the Kentucky Department of Alcoholic Beverage Control within six months of employment. Must maintain any required licensure(s), certification(s), or other credentials for the

length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides information to parties interested in holding group meetings, conventions, training seminars and other functions, concerning lodging, food, available meeting space, special equipment, and activities. Books group reservations. Completes contracts for reservations and all services to be provided to the group by the park. Conducts planning meetings with essential personnel at park to detail the needs of a group. Acts as the contact person at the lodge during the time meetings are conducted to see that all contracted arrangements are carried out. Arranges for outside entertainment, supplies, and other items required by client. Conducts follow up review with group representative to determine if all services were satisfactory. Resolves billing errors. Assists in the planning of special events for the park. Responsible for assisting clients with availability of meeting space, equipment, food and beverage, and group activities at the Kentucky Horse Park. Performs other duties as required.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Travel will be required to conduct outside sales calls.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.