



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

TRAVEL AND TOUR SPECIALIST

Job Number: 20001577

Job Code: 81610V231216

Job Group: 8100 - COMMUNICATIONS AND PROMOTIONS

Job Established: 04/16/1987

Job Revised: 12/16/2023

Grade: 09 Salary (MIN - MID):

\$14,036-\$21,054 - Hourly

\$2,280.86-\$3,421.28 - 37.5 Hr. Monthly Salary

\$2,432.92-\$3,649.36 - 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.*

Performs duties in conducting tours of state public buildings and facilities and/or in providing information concerning state attractions and travel at a travel information centers; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

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

NONE

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.*

Greets visitors at welcome centers or the Capitol. Assists visitors with completing guest book and explains reasons for tracking information gathered. Works with visitors to answer any questions concerning directions and distances to area establishments and attractions. Advises and distributes brochures on local and state establishments and attractions to visitors. (Such brochures may be provided by the state, local organizations, and/or establishments/attractions). Monitors and restocks brochure racks. Performs Internet searches to assist visitors in locating areas of interest. May travel to state and local attractions to gain firsthand knowledge in order to provide more accurate information to visitors. Relays information to visitors regarding any on-site craft or community displays. Conducts guided tours of historic portions of welcome centers located in or on historic sites. Follows established guidelines and procedures and has normal responsibility for assigned brochures and maps. Requires friendly and courteous manner in answering questions and furnishing travel information to tourists. Completes records and reports as designated by the Travel Host Supervisor. Conducts tours of state buildings such as the Capitol and Executive Mansion. Provides information on historical and architectural features of buildings. Provides informational literature and answers inquiries concerning state attractions. Assists the traveling public at a travel information center by answering inquiries and providing travel and tourist information such as mileage, accommodations, scenic attractions, eating facilities, etc. Provides travel and tourist information persons visiting the Capitol.

UNIQUE PHYSICAL REQUIREMENTS:

Employees in this job title perform light physical activities requiring standing, walking, stooping, and lifting and carrying from storeroom to restock brochure racks.

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

Working conditions for positions in this job title are generally pleasant with some exposure to heat and cold temperatures due to regular entrance and exit of visitors at attractions. May encounter disruptive visitors; Work evenings, weekends, and holidays. Employees in this job title are responsible for total care of pre-issued uniforms.

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.