


# CITY OF BONHAM JOB POSTINGS

## *Equal Opportunity Employer*

Persons with disabilities are encouraged to request assistance during the application process.  
Please call the Human Resources Department 903-583-7555 ext. 101 to request the assistance.

	<p><b>Date Posted: April 12, 2022</b>  <b>Closing Date: Open Until Filled</b>  <b>Positions Open: 1</b></p> <p><i><b>Notice:</b> The City of Bonham only accepts applications when we have advertised to fill vacancies. The City of Bonham does not accept applications at any other time. If you submit a resume without an employment application, you will not be considered for the position. Applications can be obtained at the Bonham City Hall or online at <a href="http://www.cityofbonham.org">www.cityofbonham.org</a>.</i></p>		
<b>Position:</b>	Tourism & Visitor's Center Administrative Assistant	<b>Job Status:</b>	Part Time
<b>Department:</b>	Bonham Visitor's Center	<b>Supervisor:</b>	Melissa Maxwell, Tourism Director
<b>Salary:</b>	\$12.50 to \$15.00 hourly DOQ for 20 hours per week.		
<b>Essential Duties:</b>	<p>Performs skilled administrative support work performing a variety of tasks in the operation of the Bonham Visitor Center, assisting the Tourism Director, and related work as apparent or assigned. Work is performed under the limited supervision of the Tourism Director.</p> <ul style="list-style-type: none"> <li>• Promotes travel and tourism in region and state; welcomes travelers to state; offers transportation maps; routes people to their destinations; quotes mileage; discusses points of interest and attractions; distribute literature; assists with reservations and lodging; assembles packets for new teachers and school groups; assists with emergency or repair services for travelers.</li> <li>• Assists the Director with center operations; performs the duties of Director when required.</li> <li>• Completes forms, i.e., traffic count and monthly tracking reports, etc., pertaining to the Center as required.</li> <li>• Represents the Center with state and local officials when the Director is absent or at the request of the Director</li> <li>• Receives and responds to inquiries regarding business or tourism.</li> <li>• Assists in training new employees and volunteers.</li> <li>• Attends conferences, workshops, seminars and familiarization tours as directed.</li> <li>• Maintains brochure racks and storage room; orders brochures, map and literature as needed; maintains related records.</li> <li>• Answers and records all travel inquiries</li> <li>• Oversees and assists in maintenance and the appearance of the Center.</li> <li>• Research best prices for office supplies, other resources as needed for Director.</li> <li>• Website and Social Media (Twitter/Instagram/Facebook/YouTube) engagements and posts on website.</li> <li>• Creative Writing - able to provide engaging text for press releases and other marketing</li> </ul>		

	<p>materials.</p> <ul style="list-style-type: none"> <li>• Manage content on varied online sites- including: Visitbonham.com-TripAdvisor-Google-Yelp-etc.</li> <li>• Graphic Design – preferred – ability to assist with design of ads and creative /promotional marketing</li> <li>• Tourism Development Authority - Assist Director in maintenance of Tourism-Website/Social Media/create promotional and marketing ads/materials/brochures. Assist with the planning and executing of Events and other Tourism efforts with the community organizations. Work with Director to develop tourism.</li> <li>• Fulfill the obligations of the Director in their absence.</li> </ul> <p>Thorough knowledge of methods, approaches and procedures involved in the travel industry and in tourist promotion; thorough knowledge of the historical and tourist attractions of the County; thorough knowledge of advertising practices and methods; ability to develop promotional programs and to carry them to a successful conclusion; ability to communicate effectively orally and in writing; ability to plan and supervise the work of subordinates; ability to develop budgets and monitor expenditures; ability to establish and maintain effective working relationships with other officials, associates, citizens and the traveling public.</p>
<b>Education:</b>	High school diploma or GED and moderate experience in travel and tourism industry involving considerable public contact, or equivalent combination of education and experience.
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• This work requires the occasional exertion of up to 10-25 pounds of force; work regularly requires speaking or hearing and frequently standing, walking and sitting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).</li> <li>• Valid driver's license</li> </ul>
<b>Overview:</b>	<ul style="list-style-type: none"> <li>• <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential duties.</i></li> </ul>