

The Mount Sterling-Montgomery County Tourism Commission is accepting resumes for the Director of Tourism.

Candidates must possess a bachelor's degree, have a strong knowledge of the Mount Sterling & Montgomery County area, and experience in public speaking. Marketing and Advertising experience a plus. Travel is required and occasional overnight stay. Salary range will be discussed.

Interested candidates please send resume to
Mount Sterling-Montgomery County Tourism Commission
126 West Main Street
Mount Sterling, Kentucky 40353

Deadline: Friday, July 11, 2008
Email: mtourism@mis.net

JOB DESCRIPTION

Executive Director
Mount Sterling/Montgomery County Tourism Commission
(4/5/2005)

Responsibilities

The Executive Director serves as the Chief Executive Officer of the Mount Sterling Tourism Commission. Recommends and participates in the formation of new policies and makes decisions within existing policies as they have been approved by the Commissioners. Plans, organizes, directs and coordinates all efforts to promote tourism. Maintains effective internal and external relationships. Through management and leadership, achieves economical and productive performances and constructive growth of the commission.

General Duties

- A. Sees that commissioners are kept fully informed on the conditions and operations of the commission, and on all important factors.
- B. Plans and formulates and recommends for the approval of the Commissioners basic policies ad programs which will further the objective of the Commission.
- C. Executes all decisions of the Commission except when specific assignment is made by the commission.
- D. Directs and coordinates all programs, projects and major activities of the commission.

- E. Keeps current and accurate employee records.
- F. Executes such contracts, bids and commitments as may be authorized by the Commissioners or by established policies.
- G. Maintains effective relationships with other organizations, both public and private, and sees that the position of the Commission is enhanced in accordance with its policies and objectives. Acts as the Public Relations liaison on behalf of the Commission. Plans, coordinates and conducts a public relations program to enhance the public acceptance of the profession.
- H. In cooperation with the Budget committee, develops, recommends and, upon approval, operates within an annual budget. Insures that all funds, physical assets and other property of the Commission are appropriately safeguarded and administered. Executes By-Law and KRS provisions with respect to annual CPA audit.
- I. Monitors legislation that will impact the tourism and convention industry.
- J. Maintains effective communication with both city and county government.
- K. Oversees the daily operation of the Commission office as a Tourist Information Center.
- L. Coordinates services for group meetings and group travel coming to the Mount Sterling Area.
- M. Plans promotion and marketing programs for the Commission.
- N. Collects financial records from the bookkeeper for approval of the commission.

Requirements

Must have strong community knowledge to be able to promote the area. Public speaking will be required at times, and must exhibit courtesy to the public, use good judgment and exhibit tact in dealing with others. Must exhibit a high level of adaptability and be able to accept new challenges. Must be willing to travel, and always try to be abreast of changes or future development to the area.