

RECRUITMENT ANNOUNCEMENT

The County of Surry is accepting applications for a **Tourism Coordinator**. This position is assigned tourism duties for both the Town of Dobson Tourism Development Authority (Dobson TDA) and the Surry County Tourism Development Authority (Surry County TDA). An employee in this position will be responsible for managing the County and Town's tourism development programs which includes external and internal marketing of tourism assets as well as working with the Tourism Partnership of Surry County. This position must exercise independent judgment and initiative, maintain strict discipline, and be thorough and accurate in the completion of duties. The selected candidate must be able to work under pressure and perform multiple tasks simultaneously. Work requires considerable contact with the public and County staff and requires occasional field work. Work also requires extensive report preparation, recordkeeping, and application of appropriate laws and County policies and procedures. Work is performed in accordance with governmental procedures, North Carolina general statutes, County and Town policies, procedures, and guidelines. Work is performed under the direction of the Dobson TDA and the Surry County TDA, with daily oversight provided by the Dobson Town Manager and the Surry County Manager. The position will maintain an office location in Dobson Town Hall.

DESIRED EDUCATION AND EXPERIENCE: Graduation from a two-year college with a degree in business, or a related field and two years' experience in business, tourism, or an equivalent combination of education, experience, and training. Must possess a valid driver's license and be insurable under the County's automobile insurance at regular rates.

SALARY RANGE: Grade 68 \$37,956 – \$63,444

Applications will be taken at NC Works Career Center, 541 W. Pine Street, Mount Airy, NC (336-786-4169), by going online to the Surry County Human Resources job posting page, printing the application and e-mailing back to the indicated email, SCJobs@co.surry.nc.us or by contacting Surry County Human Resources at 336-401-8221. A complete list of duties and analysis of physical demands will be available upon request.

SURRY COUNTY IS A DRUG FREE WORKPLACE AND AN EEO EMPLOYER

Date Posted: January 10, 2022

Closing Date: Open until filled