

**AGENDA**  
*Joint Meeting*  
**Ste. Genevieve Tourism Advisory Council/  
Tourism Tax Commission**  
**Tuesday, October 18, 2022**  
**5:30 pm**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES OF PREVIOUS MEETING – September 20, 2022**

**FINANCIAL REPORT**

**PUBLIC COMMENTS**

**OLD BUSINESS**

Tourism Director Job Description

Welcome Center Staff update

Rack Cards – TTC/TAC pick style – staff will price and get them printed; Continue with CTM distribution at a cost of \$345.00/month?

**NEW BUSINESS**

Christmas Marketing – Audacy, Columbia Missourian

Partnership with Explore St. Louis

**OTHER BUSINESS**

**ADJOURN**

Join meeting by Zoom at:

<https://us02web.zoom.us/j/83453290262?pwd=RXU1SEZJNDVTYWlabHMvRmJVbGdKZz09>

Meeting ID: 834 5329 0262 Passcode: 832479

By Phone: 1-312-626-6799 Meeting ID: 834 5329 0262 Passcode: 832479

Posted 10/11/2022

David Woods

**MINUTES OF THE STE. GENEVIEVE  
TOURISM TAX COMMISSION AND  
TOURISM ADVISORY COUNCIL  
REGULAR MEETING  
STE. GENEVIEVE CITY HALL  
Tuesday, September 20, 2022  
5:30pm**

**CALL TO ORDER:** 5:35 p.m.

**APPROVAL OF AGENDA:** 1<sup>ST</sup> Laura Oliver, 2<sup>nd</sup> Susan Johnson, All Ayes.

**ROLL CALL:** Present: Mike Fallert, Lawrence Myers, Nicole French, Geoff Giglierano, Susan Johnson, Dena Kreitler, Donna Rausch, Kelly Fallert, Kandy Sue Mahurin, Laura Oliver  
Absent: Dee Patel, Brigitte Bennett

Also in attendance: Happy Welch, David Woods

Minutes: From July 19, 2022. 1<sup>st</sup> Susan Johnson, 2<sup>nd</sup> Donna Rausch, All Ayes

Financial report was included in packet with a balance of \$67,625.29. It was discussed that there are 23 groups that are paying into the tourism tax. 1<sup>st</sup> Donna Rausch, 2<sup>nd</sup> Laura Oliver, All Ayes

**Old Business**

**New Business:**

**Tourism Director** - Happy Welch stated that we have gone through two Tourism Directors in two years. They are receiving too much input and working 60 to 70 hours per week. It was discussed that the Tourism Director must work 32 hours per week to qualify for matching funding from the state. There was much discussion on the job duties, areas of competency and salary available in the upcoming budget. It was decided that the most efficient way to move forward is to create a smack task force to create new job descriptions and hiring of tourism personnel. The task force will consist of Dena Kreitler, Laura Oliver, Nicole French, and Happy Welch.

**Welcome Center Staff** – Welch was directed to begin the hiring process for Welcome Center staff and make necessary changes to the job description. Chairperson Mike Fallert inquired about the transfer of the Welcome Center to the National Park Service. Happy Welch confirmed there is a cooperative agreement in place, and we will still have a small footprint in the building. The number of staff and days of operation was discussed. Dena Kreitler mentioned that because the Welcome Center has limited staff there is nobody there to answer the phone and the Chamber of Commerce is performing a lot of the duties that the Welcome Center staff should be providing. Susan Johnson mentioned that the savings from not having to maintain the building should go in the tourism budget and not general revenue.

**Other Business** – County Commissioner Karen Stuppy mentioned that the county is paying \$5,000 annually and has made two payments on billboards. Susan Johnson requested that the joint meetings should be monthly instead of quarterly until these staffing issues are resolved.

**Adjourn** at 7:04 p.m. 1<sup>st</sup> Dena Kreitler, 2<sup>nd</sup> Donna Rausch, All Ayes.

**REVENUE & EXPENSE REPORT**  
**CALENDAR 10/2022, FISCAL 1/2023**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
TOURISM COMMISSION FUND					
REVENUES DEPT					
23-04-4015	TOURISM TAX	180.32	180.32	23,000.00	22,819.68
	TAX RECEIPTS TOTAL	180.32	180.32	23,000.00	22,819.68
23-04-4188	CONVENIENCE FEES	.00	.00	.00	.00
	CHARGES AND FEES TOTAL	.00	.00	.00	.00
23-04-4138	INTEREST	.00	.00	200.00	200.00
	MISC. & DONATIONS TOTAL	.00	.00	200.00	200.00
23-04-4438	WEBSITE GRANT	.00	.00	10,000.00	10,000.00
	GRANTS TOTAL	.00	.00	10,000.00	10,000.00
	REVENUES TOTAL	180.32	180.32	33,200.00	33,019.68
	TOTAL REVENUE	180.32	180.32	33,200.00	33,019.68
TOURISM COMM EXPENSE DEPT					
23-23-6010	POSTAGE & SHIPPING	.00	.00	.00	.00
	MATERIALS AND SUPPLIES TOTAL	.00	.00	.00	.00
23-23-6015	MARKETING	.00	.00	40,000.00	40,000.00
	SERVICES AND REPAIRS TOTAL	.00	.00	40,000.00	40,000.00
23-23-7169	WEBSITE GRANT	.00	.00	.00	.00
	CAPITAL OUTLAY TOTAL	.00	.00	.00	.00
	TOURISM COMM EXPENSE TOTAL	.00	.00	40,000.00	40,000.00
	TOTAL EXPENSES	.00	.00	40,000.00	40,000.00
	TOURISM COMMISSION TOTAL	180.32	180.32	6,800.00-	6,980.32-

**LODGING TAX RECEIPTS BY MONTH**

	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>
\$	592.19	\$ 2,372.77	\$ 2,125.99	\$ 2,057.33	\$ 689.00	\$ 1,034.99	\$ 2,423.27	\$ 2,158.29	\$ 2,785.96	\$ 1,862.12	\$ 4,747.71
\$	3,985.11	\$ 2,551.80	\$ 2,204.65	\$ 1,548.70	\$ 5,113.68	\$ 945.93	\$ 2,379.23	\$ 2,524.44	\$ 2,090.55	\$ 2,140.76	\$ 2,799.08
\$	1,389.80	\$ 1,517.13	\$ 1,445.33	\$ 2,059.75	\$ 2,224.05	\$ 564.27	\$ 1,675.41	\$ 1,699.10	\$ 2,077.18	\$ 1,538.46	\$ 2,033.27
\$	1,204.03	\$ 1,056.05	\$ 1,449.06	\$ 1,756.64	\$ 1,705.06	\$ 438.33	\$ 1,417.20	\$ 1,340.52	\$ 1,407.61	\$ 1,159.49	\$ 2,277.87
\$	1,201.51	\$ 2,230.07	\$ 1,304.54	\$ 330.89	\$ 337.75	\$ 345.19	\$ 2,400.34	\$ 1,108.02	\$ 1,713.77	\$ 1,339.33	\$ 2,814.85
\$	1,055.67	\$ 1,279.08	\$ 977.38	\$ 1,999.71	\$ 2,875.40	\$ 348.89	\$ 1,243.29	\$ 1,485.84	\$ 1,330.49	\$ 3,657.15	\$ 1,511.31
\$	1,617.94	\$ 1,516.22	\$ 1,727.51	\$ 2,017.29	\$ 752.44	\$ 504.74	\$ 1,819.83	\$ 1,544.37	\$ 1,070.92	\$ 2,666.13	\$ 2,764.35
\$	2,200.34	\$ 1,703.61	\$ 228.95	\$ 2,069.24	\$ 524.52	\$ 806.46	\$ 1,610.10	\$ 2,776.71	\$ 807.85	\$ 1,855.98	\$ 3,503.81
\$	2,071.92	\$ 1,885.21	\$ 1,597.45	\$ 2,034.73	\$ 503.26	\$ 586.25	\$ 2,180.00	\$ 1,779.86	\$ 866.91	\$ 1,881.27	\$ 612.72
\$	2,101.53	\$ 1,960.51	\$ 4,307.14	\$ 1,024.43	\$ 899.69	\$ 22,521.03	\$ 2,198.94	\$ 2,662.64	\$ 2,439.37	\$ 2,605.61	\$ 3,729.48
\$	2,681.13	\$ 2,554.82	\$ 2,024.51	\$ 3,936.05	\$ 805.96	\$ 1,602.54	\$ 2,077.43	\$ 2,566.61	\$ 1,691.48	\$ 3,551.20	\$ 3,712.96
\$	2,015.85	\$ 2,016.83	\$ 1,853.47	\$ 2,328.26	\$ 813.89	\$ 2,136.50	\$ 1,899.96	\$ 1,893.13	\$ 1,312.00	\$ 454.47	\$ 696.93
<b>\$</b>	<b>22,117.02</b>	<b>\$ 22,644.10</b>	<b>\$ 21,245.98</b>	<b>\$ 23,163.02</b>	<b>\$ 17,244.70</b>	<b>\$ 31,835.12</b>	<b>\$ 23,325.00</b>	<b>\$ 23,539.53</b>	<b>\$ 19,594.09</b>	<b>\$ 24,711.97</b>	<b>\$ 31,204.34</b>

Date	Description of transaction	Credit	Debit	Amount
10/4/2021	Lodging Tax	\$ 32.48		\$ 57,173.45
10/5/2021	Lodging Tax	\$ 63.00		\$ 57,236.45
10/6/2021	Lodging Tax	\$ 1,582.68		\$ 58,819.13
10/12/2021	Lodging Tax	\$ 150.44		\$ 58,969.57
10/15/2021	CTM Media		\$ 325.00	\$ 58,644.57
10/19/2021	Lodging Tax	\$ 879.72		\$ 59,524.29
10/26/2021	Lodging Tax	\$ 1,983.72		\$ 61,508.01
10/29/2021	CTM Media		\$ 325.00	\$ 61,183.01
10/29/2021	Lodging Tax	\$ 55.67		\$ 61,238.68
10/31/2021	Interest	\$ 28.45		\$ 61,267.13
11/2/2021	Lodging Tax	\$ 135.00		\$ 61,402.13
11/5/2021	CTM Media		\$ 325.00	\$ 61,077.13
11/8/2021	Lodging Tax	\$ 605.96		\$ 61,683.09
11/9/2021	Lodging Tax	\$ 16.83		\$ 61,699.92
11/16/2021	Lodging Tax	\$ 347.19		\$ 62,047.11
11/18/2021	Lodging Tax	\$ 1,657.41		\$ 63,704.52
11/22/2021	Lodging Tax	\$ 36.69		\$ 63,741.21
11/30/2021	Interest	\$ 28.76		\$ 63,769.97
12/7/2021	Lodging Tax	\$ 90.54		\$ 63,860.51
12/16/2021	Mississippi River Radio		\$ 700.00	\$ 63,160.51
12/20/2021	Lodging Tax	\$ 314.36		\$ 63,474.87
12/28/2021	Lodging Tax	\$ 1,521.04		\$ 64,995.91
12/30/2021	Lodging Tax	\$ 107.33		\$ 65,103.24
12/31/2021	Interest	\$ 29.24		\$ 65,132.48
1/4/2022	Lodging Tax	\$ 25.24		\$ 65,157.72
1/14/2022	Mississippi River Radio		\$ 300.00	\$ 64,857.72
1/19/2022	Lodging Tax	\$ 1,302.02		\$ 66,159.74
1/21/2022	Lodging Tax	\$ 396.45		\$ 66,556.19
1/25/2022	Lodging Tax	\$ 8.02		\$ 66,564.21
1/27/2022	Lodging Tax	\$ 244.62		\$ 66,808.83
1/28/2022	Lodging Tax	\$ 58.00		\$ 66,866.83
1/31/2022	Lodging Tax	\$ 243.52		\$ 67,110.35
1/31/2022	Interest	\$ 29.69		\$ 67,140.04
2/8/2022	Lodging Tax	\$ 271.43		\$ 67,411.47
2/9/2022	Lodging Tax	\$ 1,277.27		\$ 68,688.74
2/15/2022	Card Services		75.01	\$ 68,613.73
2/17/2022	Lodging Tax	\$ 1,108.41		\$ 69,722.14
2/23/2022	Lodging Tax	\$ 157.74		\$ 69,879.88
2/28/2022	Interest	\$ 28.11		\$ 69,907.99
3/3/2022	Lodging Tax	\$ 52.98		\$ 69,960.97
3/4/2022	Lodging Tax	\$ 169.56		\$ 70,130.53
3/21/2022	Lodging Tax	\$ 14.38		\$ 70,144.91
3/24/2022	Lodging Tax	\$ 958.70		\$ 71,103.61
3/28/2022	Lodging Tax	\$ 17.42		\$ 71,121.03
3/30/2022	Lodging Tax	\$ 14.27		\$ 71,135.30
3/31/2022	Lodging Tax	\$ 284.00		\$ 71,419.30
3/31/2022	Interest	\$ 32.39		\$ 71,451.69

Date	Description of transaction	Credit	Debit	Amount
4/4/2022	Lodging Tax	\$ 20.62		\$ 71,472.31
4/5/2022	Lodging Tax	\$ 17.09		\$ 71,489.40
4/12/2022	Lodging Tax	\$ 156.48		\$ 71,645.88
4/14/2022	Card Services		\$ 1,970.38	\$ 69,675.50
4/14/2022	Lodging Tax	\$ 165.20		\$ 69,840.70
4/22/2022	Lodging Tax	\$ 1,767.20		\$ 71,607.90
4/25/2022	Lodging Tax	\$ 86.63		\$ 71,694.53
4/26/2022	Lodging Tax	\$ 109.12		\$ 71,803.65
4/28/2022	Lodging Tax	\$ 122.81		\$ 71,926.46
4/29/2022	Lodging Tax	\$ 319.20		\$ 72,245.66
4/29/2022	Jaad Creative Services		\$ 5,000.00	\$ 67,245.66
4/30/2022	Interest	\$ 29.01		\$ 67,274.67
5/2/2022	Lodging Tax	\$ 73.90		\$ 67,348.57
5/4/2022	Lodging Tax	\$ 1,337.09		\$ 68,685.66
5/10/2022	Lodging Tax	\$ 32.00		\$ 68,717.66
5/19/2022	Lodging Tax	\$ 28.32		\$ 68,745.98
5/23/2022	Lodging Tax	\$ 360.23		\$ 69,106.21
5/24/2022	Lodging Tax	\$ 1,672.27		\$ 70,778.48
5/31/2022	Interest	\$ 31.85		\$ 70,810.33
6/3/2022	Lodging Tax	\$ 31.24		\$ 70,841.57
6/10/2022	Lodging Tax	\$ 46.00		\$ 70,887.57
6/21/2022	Lodging Tax	\$ 407.46		\$ 71,295.03
6/24/2022	Lodging Tax	\$ 27.70		\$ 71,322.73
6/30/2022	Lodging Tax	\$ 100.32		\$ 71,423.05
6/30/2022	Interest	\$ 31.70		\$ 71,454.75
7/5/2022	Lodging Tax	\$ 36.97		\$ 71,491.72
7/7/2022	Lodging Tax	\$ 928.67		\$ 72,420.39
7/8/2022	Lodging Tax	\$ 102.75		\$ 72,523.14
7/11/2022	Lodging Tax	\$ 1,550.49		\$ 74,073.63
7/13/2022	Lodging Tax	\$ 179.99		\$ 74,253.62
7/15/2022	Donze Communications		\$ 500.00	\$ 73,753.62
7/15/2022	Jaad Creative Services		\$ 10,000.00	\$ 63,753.62
7/25/2022	Lodging Tax	\$ 423.06		\$ 64,176.68
7/28/2022	Lodging Tax	\$ 507.55		\$ 64,684.23
7/31/2022	Interest	\$ 28.75		\$ 64,712.98
8/1/2022	Lodging Tax	\$ 1,518.44		\$ 66,231.42
8/3/2022	Pulitzer Missouri Newspaper		\$ 230.00	\$ 66,001.42
8/4/2022	Lodging Tax	\$ 278.00		\$ 66,279.42
8/12/2022	Lodging Tax	\$ 28.07		\$ 66,307.49
8/15/2022	CTM Media Group, Inc.		\$ 325.00	\$ 65,982.49
8/15/2022	Lodging Tax	\$ 356.85		\$ 66,339.34
8/23/2022	Lodging Tax	\$ 41.02		\$ 66,380.36
8/29/2022	Lodging Tax	\$ 1,490.58		\$ 67,870.94
8/31/2022	Image Maker Marketing		\$ 275.00	\$ 67,595.94
8/31/2022	Interest	\$ 29.35		\$ 67,625.29

Date	Description of transaction	Credit	Debit	Amount
9/1/2022	Lodging Tax	\$ 194.02		\$ 67,819.31
9/7/2022	Alpha Media		\$ 230.80	\$ 67,588.51
9/8/2022	Lodging Tax	\$ 116.40		\$ 67,704.91
9/13/2022	Lodging Tax	\$ 58.05		\$ 67,762.96
9/15/2022	Donze Communications		\$ 325.00	\$ 67,437.96
9/16/2022	Lodging Tax	\$ 328.46		\$ 67,766.42
9/30/2022	Interest	\$ 29.41		\$ 67,795.83

City of Ste. Genevieve, Missouri  
Job Description

Job Title: Tourism Marketing Director  
Department: Tourism/Welcome Center  
Reports to: City Administrator

FLSA Status: Exempt

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**SUMMARY:**

Under minimal supervision, performs administrative and marketing duties for the Ste. Genevieve Department of Tourism. Work involves marketing Ste. Genevieve City and County to promote travel and entertainment choices provided by non-profits and local business owners. Director is responsible for supervising the staff and operations at the Ste. Genevieve Welcome Center, providing staff support to the Ste. Genevieve Tourism Advisory Council and the Tourism Tax Commission, applying for and administering grants for tourism related marketing.

**RESPONSIBILITIES:**

1. **CHIEF MARKETING OFFICER FOR STE. GENEVIEVE**-With the advice of the Tourism Advisory Council and the Tourism Tax Commission, develop a tourism marketing plan for Ste. Genevieve City and County. The plan will include use of various media (i.e. print, radio, television, billboards, brochures, digital, social, etc.) to reach local, regional, national and international audiences. Schedule and act as city representative for interviews.
2. **IMPLEMENT MARKETING PLAN**-Take necessary steps to follow the marketing plan and submit ads, events, stories, pictures, and other information about the City and County for ad sales and promotion. Prepare and forward tourism information for tour operators, travel agencies and tourists, and design and print rack cards for placement in travel related locations.
3. **PERSONNEL SUPERVISION**-Oversee the operation and maintenance of the Ste. Genevieve Welcome Center in association with the National Historical Park, prepare and administer an annual budget and manage personnel.
4. **DATA COLLECTION AND INTERPRETATION**-Working with staff, gather and analyze data points to develop the marketing plan. Utilize data interpretation for reports to the Ste. Genevieve Board of Aldermen, Tourism Advisory Council and the Tax Commission, and for use by the Missouri Department of Tourism or when applying or submitting reports for grants.



City of Ste. Genevieve, Missouri  
Job Description

Job Title: Tourism Marketing Director  
Department: Tourism/Welcome Center  
Reports to: City Administrator

FLSA Status: Exempt

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- ~~5. **TOUR CREATION AND INSTRUCTION** Design and develop programs for individual and group tours and perform familiarization tours for media, event planners, tour operators and travel agents.~~
  - ~~6. **COMMUNITY MARKETING COORDINATOR** Serve as a liaison between event committees or shareholder groups and the City. Help with marketing for various groups and activities that promote Ste. Genevieve. Work with National Park Service, Missouri State Parks, local museum groups and local event organizers.~~
  5. **WEBSITE MAINTENANCE**-Oversee the “www.VisitSteGen.com” website working with staff to make updates. Add information, dates, news reports, etc. to keep website current. Remove out of date material and refresh pictures to keep website active.
  6. **SOCIAL MEDIA PRESENCE**-Post information on Facebook, Twitter, Instagram, and other platforms to promote and encourage tourism. Use media outlets for current activities and as daily information for programs and events.
  7. **BOARD/COUNCIL/COMMISSION RESPONSIBILITIES**-Prepare and present reports monthly to the Board of Aldermen, Tourism Advisory Council and Tourism Tax Commission. Get input for tourism materials from TAC/TTC.
  8. **GRANT WRITER**-Prepare grant applications to submit to entities to supplement city funds that help promote tourism. Work with administrative assistant to file proper paperwork, supplementing yearly reports, and maintaining proper files.
  9. **CITY DEPARTMENT INTERACTION**-Work with other department heads and inform about upcoming events or activities.

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

City of Ste. Genevieve, Missouri  
Job Description

Job Title: Tourism Marketing Director  
Department: Tourism/Welcome Center  
Reports to: City Administrator

FLSA Status: Exempt

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**KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION**

Bachelor's degree in marketing, public relations or closely related field or two years of experience in marketing or public relations work or any combination of training and experience that provide the required skills, knowledge and ability.

**TOOLS & EQUIPMENT**

Normal office equipment including personal computers.

**ROUTINE CONTACTS**

City staff, Board of Aldermen, media, Tourism Advisory Council, Tourism Tax Commission, Chamber of Commerce, general public and other governmental jurisdictions and civic clubs.

**PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Mental Demands:**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under deadlines that may change, on multiple concurrent tasks; work with interruptions; and interact with officials and the public.

**Environmental Conditions:**

The incumbent may have to manage several projects at one time, and may be interrupted frequently to meet the needs and requests of co-workers, citizens, clients, contractors, etc. The incumbent may find the environment to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks. Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The office may be noisy and busy making it difficult for the incumbent to concentrate. The incumbent will have to manage several requests and situations.

**RESIDENCY**

Not Required

City of Ste. Genevieve, Missouri  
Job Description

Job Title: Tourism Marketing Director  
Department: Tourism/Welcome Center  
Reports to: City Administrator

FLSA Status: Exempt  
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**REQUIRED SIGNATURES/APPROVALS**

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City Administrator

Date

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*

**CITY OF STE. GENEVIEVE, MISSOURI  
JOB DESCRIPTION**

Job Title:	Welcome Center Assistant (Part-Time)	Status: Non-Exempt
Department:	Tourism Department	
Reports to:	Tourism Director	Page 1 of 2

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**SUMMARY**

Responsible for assisting visitors at the Welcome Center, maintain brochure handouts, maintain online information, direct visitors to the video room, and be the first point of contact for tourists.

**ESSENTIAL DUTIES**

1. **PUBLIC FACE OF THE CITY**-Greet and interact with tourists as they enter the facility, direct visitors as needed, hand out city maps, answer phone calls.
2. **PUBLIC RELATIONS**-Responsible for face-to-face, telephone and email communications with tourists.
3. **INFORMATION**-Help maintain website, dispense ferry operation information, mail/email tourist packets, post events on Facebook & Instagram as coordinated by Tourism Director.
4. **MARKETING AND MAILING**-Assist the director with marketing, event support, communications, etc. Mail leads, update scrapbook ads and editorial content, fill brochure racks, re-order tourism brochures, and enter calendar submissions for events.
5. **BUILDING MAINTENANCE**-Assists in building clean-up as directed, order maps.
6. **NATIONAL PARK SERVICE**-Work alongside park service staff, coordinate phone answering, assist with directions and information, coordinate special activities.
7. Perform additional duties as requested.

**MINIMUM QUALIFICATIONS (preferred)**

- Basic computer skills in Microsoft Word, Excel, PowerPoint and Publisher
- Prefer some knowledge and/or interest in Ste. Genevieve history and historic structures
- Basic knowledge of streets, businesses, area attractions
- Dependability is a must

**CITY OF STE. GENEVIEVE, MISSOURI  
JOB DESCRIPTION**

Job Title:	Welcome Center Assistant (Part-Time)	Status: Non-Exempt
Department:	Tourism Department	
Reports to:	Tourism Director	Page 2 of 2

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**WORK ENVIRONMENT**

The majority of the work will be done inside the Welcome Center with some outdoor activity required with exterior clean up, maintaining information boards, etc. The work environment noise level is moderate. Physical demands include standing, walking, and sitting.

**REQUIRED SIGNATURES/APPROVAL**

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City Administrator

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Date

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