



JOB ANNOUNCEMENT  
Travel & Tourism, Museum, and Archives Director  
Executive, FLSA Exempt Position  
Grade 21

Looking for someone with great organizational skills, good communication techniques, marketing and sales ability, highly motivated and driven.

Directs day to day operations of the Emery County Travel & Tourism, San Rafael Museum and Archives. Performs a variety of administrative and complex duties as required to meet Emery County Travel & Tourism, Museum and Archives goals and objectives.

Coordinates with organizations from government, business and industry as needed to assist in the goals and objectives of the Travel & Tourism platform. Coordinates with State film commission to promote film making; responds to inquiries from film makers; provides information packets; tours with filming groups; orients decision makers to various sites and locations meeting their interests; assists companies to acquire filming permits and developing contacts for pertinent support services.

Prepares, negotiates and administers departmental budget; assures compliance with established budget limitations; makes policy and procedure recommendations and implements upon approval; reviews and approves accounts payable; monitors general accounting functions.

Graduation from college with an Associate's Degree with background in bookkeeping, accounting, marketing, tourism, or some other related field; Three (3) years of experience in marketing, public relations or related field directly related to the travel industry. OR An equivalent combination of education and experience.

Must have a valid driver's license. Knowledge of Transient Room Tax (TRT), how it is collected and disbursed is helpful.

Applicants for employment may be required to undergo a drug test and basic criminal background check as a condition of employment.

Deadline for submitting a resume and employment application is June 6, 2023, at 5:00 p.m. The application can be obtained by calling 435-381-3578 or at [www.emerycounty.com](http://www.emerycounty.com)

Send or email resume and applicaiton to: Mary Huntington, Emery County Personnel, Box 907, Castle Dale, UT 84513 Email: [maryh@emery.utah.gov](mailto:maryh@emery.utah.gov)

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