

## BOOKING REPRESENTATIVE

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Booking Manager, interviews, schedules, and draws up agreements for group outings. Supervision of others is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the preparation of mailing lists;

Contacts organizations to promote group outings;

Arranges and schedules transportation;

Makes necessary preparations and welcomes groups upon arrival;

Reserves picnic area and athletic fields;

Keeps files and records for accommodating groups in the future.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Good knowledge of the techniques of public relations; ability to meet the public; good command of the English language; good knowledge of large group activities and transportation scheduling; ability to get along well with others; knowledge of office methods and procedures; neat appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) high school diploma and four years of experience which involved interaction with the public for the purposes of receiving and/or giving information to effect the cooperation of individuals or groups; or (b) Bachelor's Degree\*.

SUBSTITUTIONS: College education may be substituted at the rate of 30 credit hours\* for one year of experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.