

CITY OF JOPLIN COUNCIL AGENDA ITEM

ITEM

Council Bill 2019-601 -approving the job description changes of CVB Department; and, amending the Annual Budget of the City of Joplin for the Fiscal Year 2017-2018.

MEETING DATE

February 4, 2019

ORIGINATING DEPT

Human Resources Department

ATTACHMENTS

Council Bill No. 2019-601 Ordinance and Budget Amendment, Schedule A, Personnel Board meeting minutes, and supporting documents.

REVIEWED BY

Human Resources Department: David Allgood; CVB Department Head: Patrick Tuttle; Finance Department: Leslie Haase; City Attorney: Peter Edwards; City Manager: Sam Anselm

SUMMARY

This Council Bill approves a change to the job description and title of Senior Clerk to Senior Clerk/ Tour Administration; Director of Sales to Assistant Director of CVB/Director of Sales. Job Description changes to CVB Director.

BACKGROUND

Changes to the CVB Director's job description are made to bring the description up to date and in line with actual job performance. A change was made in the education requirements as well.

Changes to the CVB Senior Clerk's job description were made to bring the description more in line with the actual job duties within the CVB, and not such a broad depiction of senior clerks throughout the COJ.

Changes to the CVB Director of Sales, is removing "conventions" from the duties and replacing it with "tourism" or "meeting":

- Responsible for promoting and selling the Joplin region as a convention (tourism) destination to meeting professionals within the tourism industry.
- Maintains close working relationships with area hotels, convention (meeting) space, banquet centers and area attractions. Serves as liaison between clients and these facilities.

Reason for change is currently in the City of Joplin there is no sizeable convention space to sell. CVB Department is re-focusing on the broader tourism, which is more in line with regional assets.

Assistant CVB Director is being added to this position to bring the position in line with other departments structure within the City. This was already a practice; being that the Director of Sales is a salaried employee in the department, and this position will can now officially fill in for the Director in their absence.

The job description has been updated to include experience in tourism and /Hospitality Management experience.

FUNDING SOURCE

There is no financial change with this council bill and is included in the fiscal year 2019 adopted budget.

RECOMMENDATION

Staff recommends approval of this council bill on first reading.