

## JOB DESCRIPTION



<b>Job Title:</b> Travel Specialist	<b>SOC code:</b> 43-9199.99	<b>FLSA Classification:</b> Non-Exempt
<b>Department/Location:</b> IRHA Administrative Office	<b>Reports to:</b> Administrative Assistant	
<b>Status:</b> Full Time, Regular	<b>EEO-1:</b> Administrative Support Workers	
<b>Normal Work Hours and Days:</b> Regular office hours are 8:00AM to 4:30PM Monday through Friday.		
<b>Approved by:</b>	<b>Date:</b>	
<b>Effective Date:</b>		

**Summary:** Coordinate employee and Commissioner (Board of Commissioners) travel for meetings, trainings and required business activities and provide administrative support to the administrative assistant.

### **Essential Functions:**

- Receive and prioritize travel requests from staff and the Commissioners.
- Coordinate with lodging and ground transportation agents based on POs, training requests, travel orders and/or direct instruction.
- Register employees and/or Commissioners for participation in training and designated events.
- Compute costs of travel, accommodations, and local transportation. Compute per diem using federal GSA rates and input data into computer system for checks to be printed, signed and disbursed to travelers.
- Assist Administrative Assistant and provide support as needed.
- Process and enter travel orders for encumbrance using appropriate cost codes for travel.
- Assist Accounting Specialist in preparing final travel statements for payment.
- Research internet resources to assist in travel arrangements and logistics coordination. Consult published and computer sources to analyze and evaluate commercial rates, lowest logical airfares, times, routings, and appropriate car rentals.
- Confer with travelers to determine destination, mode of transportation, travel dates, and necessary accommodations based on designated budget.
- Help set and ensure staff and Commissioners adhere to organization's travel policy guidelines.
- Prepare tentative plans and suitable alternatives for approval by traveler and management.
- Use computerized reservation and ticketing systems to book transportation and hotel reservations and issue itineraries.
- Print or request transportation carrier tickets or ticketless itineraries, using computer system or system link to travel carrier.

- Ensure all reservations are confirmed prior to travel.
- Receive receipts from travelers after completion of travel and close out travel orders, which may involve inputting data into computer system for a close out check to be printed, signed and disbursed to traveler. Monitors and follows up on incomplete travel orders.
- Tracks and audits travel activities, expenses, and payments.
- Contracts with outside travel agencies when necessary.
- Serves as general resource for travelers to research problems and resolve issues.
- Attend BOC meetings – fills in for Administrative Assistant in her absence a task involving keeping the IRHA journal.
- Research and assemble information from a variety of sources for the preparation of records, reports, manuals and guidebooks, including compiling, synthesizing and manipulating data as needed. Enter, retrieve, and input electronic data into established forms and computer system quickly and accurately.
- Works as a part of a team within the organization.
- Covers for receptionist her in absence.

***Other Tasks:***

- Review and update travel procedural manual, as needed.
- Answer phone and relay messages.
- Assist with cross training as designated by the Administrative Assistant.
- Perform other duties, as assigned.

***Supervisory Responsibilities:***

There are no supervisory responsibilities in this job.

***Qualifications:*** To perform this job successfully, an individual must be able to perform each essential function and preferably can also perform other tasks satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions if such accommodations do not cause undue hardship to the organization.

***Education and/or Experience:***

*Minimum:* Associate's degree or equivalent from two-year college or technical school in business or two years related work experience; or equivalent combination of education and experience.

*Preferred:* One year experience performing administrative duties.

***Skills, Knowledge and Abilities:***

- Knowledge of and ability to apply basic accounting principles, practices and methods.
- Knowledge of office protocol and the ability to effectively work as a member of a team.

- Knowledge of and ability to use computer hardware, electronic data base management and related software.
- Knowledge of and ability to use office equipment, i.e., phones, copier, fax.
- Ability to work with written and computerized data.
- Ability to work with a high degree of accuracy and attention to detail, with frequent interruptions and constantly changing deadlines/priorities.
- Ability to learn, follow and apply established regulations and procedures.
- Ability to accurately perform mathematical computations and operate 10 key by touch.
- Ability to communicate information in writing so others will understand.
- Ability to effectively understand and communicate verbally with others.

***Requirements:***

Almost always required to sit; talk or hear, both in person and by telephone; and use hands repetitively to operate and maneuver office equipment; and reach with hands and arms. Regularly required to move to other work areas on site and lift up to ten pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

***Working Conditions***

Work is performed in office environment with quiet to moderate noise level.

This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.