

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Bridges and Structures
4. Civil Service Position Code Description STATE WORKER	10. Division Blue Water Bridge
5. Working Title (What the agency calls the position) State Worker	11. Section Operations
6. Name and Position Code Description of Direct Supervisor ZELLER, CONNIE L; DEPARTMENTAL MANAGER-3	12. Unit Port Huron Welcome Center
7. Name and Position Code Description of Second Level Supervisor WINN-VANHOECK, AMY E; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 3600 I-94 West, Port Huron, MI 48060 / Days and hours vary
14. General Summary of Function/Purpose of Position As a direct representative of the State of Michigan, greet and provide travel information assistance to the general public. Responsibilities include providing and distributing literature, information, and guidance on travel and vacation activities within the state; assisting in preparing and filling literature displays in the center; assisting in delivery and storage of bulk literature; and assisting in preventative measures providing a safe work environment for staff and visiting public. This position requires possession of a valid driver's license to assist in delivery and storage of bulk literature.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 60

Greet and provide assistance to the general public traveling throughout the state of Michigan.

Individual tasks related to the duty:

- Disseminate travel information and material to the general public.
- Suggest routing plans, tourist attractions, and any other facilities whether it be recreational, business, or emergency in nature with the express purpose of maximizing tourist expenditures.
- Perform necessary clerical work for inventory control, or travel research, through the proper use of the welcome center lobby computer and the Internet.

Duty 2

General Summary:

Percentage: 30

Assist in receiving, loading, and unloading of bulk literature to the welcome center storage shelving units and stocking literature to the lobby display racks and under counter service areas.

This duty requires possession of a valid driver's license to assist in delivery and storage of bulk literature.

Individual tasks related to the duty:

- Receive, load, and unload bulk literature.
- Stock literature to the lobby display racks and under counter service areas.
- Inventory literature periodically to assure proper distribution.
- Assist in the year end literature process.
- Assist in delivery and storage of bulk literature.

Duty 3

General Summary:

Percentage: 10

Perform other related work as needed or assigned by the supervisor.

Individual tasks related to the duty:

- Perform general labor or cleaning duties if the circumstances could impact the health and safety of visitors or staff to the welcome center.
 - Examples of such general duties include, but are not limited to, picking up debris, sweeping, and clearing or cleaning the walk area that could become unsafe where staff enter the center.
- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions made while assisting travelers to find appropriate literature, directions, and reservations. Decisions that need to be made to assist travelers who have an emergency if a supervisor is not available.

17. Describe the types of decisions that require the supervisor's review.

When instructions need clarification, if unable to answer a travelers' question or meet their request, or in the handling of an irate visitor.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Sitting, standing, walking, stooping, pushing, and lifting of up to 50 pounds. Carrying boxes, bundles of literature, opening boxed literature, and filling literature racks. Time and intensity will vary. Environmental conditions may consist of exposure to inclement weather. Position may require availability outside normal working hours based on operational needs. This position requires possession of a valid driver's license.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

As a direct representative of the State of Michigan, greet and provide travel information assistance to the general public. Responsibilities include providing and distributing literature, information, and guidance on travel and vacation activities within the state; assisting in preparing and filling literature displays in the center; assisting in delivery and storage of bulk literature; and assisting in preventative measures providing a safe work environment for staff and visiting public.

This position requires possession of a valid driver's license to assist in delivery and storage of bulk literature.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The work area location functions as a welcome center and rest stop for International and United States travelers. This position provides travelers with options for Michigan tourist destinations, road directions, travel literature, and reservation connections if desired. It assists in securing emergency help if necessary and in maintaining a clean and safe facility.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

No specific type or amount is required.

EXPERIENCE:

State Worker 4

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Computers.

Skills:

- Possessing a pleasant personality while dealing directly with the public.

Ability to:

- Listen.
- Assimilate information.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is required and must maintain throughout employment in the position.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

LOGAN BRISTOL

3/12/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date