



**JOB TITLE: Executive Administrative Assistant**

**SALARY RANGE: \$24.83 - \$37.24 hourly**  
**\$51,645.00 - \$77,467.00 Annually**

**OPENING DATE: June 10, 2021**

**CLOSING DATE: July 30, 2021**

**WORK HOURS: 8:30 AM – 5:30 PM Primarily (Minimum forty (40) hours per week with flexible arrangements, some telework for the next 12 months)**

**JOB SUMMARY:**

Visit San Antonio is the official destination marketing organization for the City of San Antonio and is charged with marketing San Antonio domestically and internationally as a premier tourism and meeting destination, thus driving economic development and impact in the community.

Under general direction, is responsible for performing, coordinating, planning, and providing administrative support services for the Executive Office of Visit San Antonio (VSA). Provides high level project and administrative support for management and staff as well as the general public.

**ESSENTIAL JOB FUNCTIONS:**

- Supports the administrative operations for the Executive Office, including calendar management, travel logistics, preparing expense reports, coordinating mailings, and other special projects as assigned.
- Assists in providing a variety of duties involved in supporting the administrative operations of the assigned department or division.
- Assists in preparing management reports and presentations.
- Assist with special projects as needed.
- Coordinates with departments in the creation of the monthly Executive Summary e-newsletter
- Assists in the coordination of Board of Directors Committee meetings, serving as meeting organizer and transcribing meeting minutes which must include detailed information on next steps and actions items.
- Directs the work of office support personnel; prioritizes and coordinates work assignment; reviews work for accuracy.
- Assists in the preparation of the department budget; reviews and monitors departmental expenditures; audits petty cash expenditures; processes all accounts payable.
- Coordinates purchases of equipment, supplies, and services; ensures compliance with departmental policies and procedures.
- Researches, compiles and analyzes data for special projects and various reports.
- Organizes and maintains filing systems; maintains records related to specific area of assignment.
- Coordinates travel arrangements for department staff; processes travel vouchers and travel authorizations.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Order and maintain inventory of promotional items for Visit San Antonio
- Performs related duties and fulfills responsibilities as required.

## **JOB REQUIREMENTS:**

- Bachelor's Degree from an accredited college or university with major coursework in Business, Public Administration, or a related field.
- Three (3) years of experience in a relevant field
- Valid Class 'C' Texas Driver's License

## **APPLICANT INFORMATION:**

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of this position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Applicants selected for employment with Visit San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

## **KNOWLEDGE SKILLS AND ABILITIES:**

- Knowledge of administration principles and procedures.
- Knowledge of purchasing policies and procedures.
- Knowledge of record keeping procedures and practices.
- Knowledge of modern office procedures, methods, and computer equipment.
- Knowledge of organizational policies, procedures, and administrative systems
- Ability to perform responsible and difficult administrative office duties involving the use of independent judgment and personal initiative.
- Ability to understand the organization and operation of the Visit San Antonio and of outside agencies as necessary to assume assigned responsibilities.
- Ability to schedule and coordinate projects, set priorities, and adapt to changing priorities.
- Ability to maintain confidential data and information for division, section, or office staff.
- Ability to work independently in the absence of supervision.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work including City officials, management staff, employees, and the general public.

## **PHYSICAL REQUIREMENTS:**

Physical requirements include lifting/carrying of 35 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to sitting, standing, and walking to perform the essential functions. Working conditions are primarily inside an office environment.

**To apply for this position, please send your application, EEO questionnaire, resume, and cover letter to [jobs@visitsanantonio.com](mailto:jobs@visitsanantonio.com). Job post: <http://partners.visitsanantonio.com/english/jobs>**