



## Administrative Assistant for Tourism

The Administrative Assistant for Tourism is a critical part-time, without benefits, position for the Monroe County Tourism Department. The Administrative Assistant for Tourism will work 24-30 hours per week at the agreed hourly rate.

<b>Job Title</b>	<i>Administrative Assistant for Tourism</i>
<b>Reports to</b>	<i>Tourism Director</i>

### Job Purpose

The main objective for the Administrative Assistant for Tourism is to manage the store located inside the Cherohala Skyway Visitor Center while providing assistance to the Tourism Director in order to exceed annual department goals.

### Duties and Responsibilities

- Answers calls, takes messages and handles correspondences
- Types, prepares and collates reports including all financial reports
- Maintains filing system
- Manages databases
- Implements new procedures and administrative systems
- Maintains store inventory tracking system
- Ensures availability of merchandise, brochures, and maps
- Handles all purchasing procedures inside the Department
- Oversees visitor center staff
- Protects employees and customers by ensuring the store environment is safe and clean
- Maintains operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures
- Manages and submits staff timesheets to the Department of Finance by deadlines each month
- Attend monthly meetings
- Other duties as assigned

### Qualifications

Minimum qualifications include:

- High school diploma
- Ability to utilize a point of sale system
- Ability to utilize Google Docs, Google Sheets, Google Forms, Microsoft Excel, and other computer programs

### Working Conditions

This position may require the occasional need to work evenings, weekends, and outdoors.

### Physical Requirements

This position may require the occasional lifting of items up to 20 pounds.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	<i>03/24/2025 by Blaina Tallent Best</i>