

**ADMINISTRATIVE ASSOCIATE
(Tonopah Convention Center)**

FLSA Status: Non-Exempt

Pay Grade: 8-10

DEFINITION:

Under the direction of the Town Manager, performs various administrative duties, venue schedule, collection of fees, and correspondence. Promotes and markets the Town of Tonopah and conventions and other events to be held throughout the Town of Tonopah and at the Tonopah Convention Center and Town recreational facilities.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

1. Promote and market the Town of Tonopah as a tourism destination; the Convention Center as a meeting, conference and event venue, through various media, mailings, phone contact and emails.
2. Coordinate services and activities related to events.
3. Responsible for the maintenance and operation of the "Reader Board" ensuring the content is appropriate, accurate, clear, concise, and up to date.
4. Responsible for the Visitors Information building to include; restocking brochures, cleaning, and updating information on the Kiosk as needed.
5. Apply for grants to various agencies for funding to promote the Town of Tonopah.
6. Performs clerical duties such as typing, answering correspondence.
7. Responds in a timely manner to requests regarding for general information, services and available amenities at the Convention Center and Town Parks.
8. Ensure proper operation of audio and video equipment. Provide instructions for users when required.
9. Coordinate with all Town Departments for the print, radio, and online marketing for the Town of Tonopah to include social media and Town website.
10. Communicates professionally, accurately, and efficiently via telephone, electronic means, or in person.
11. Scheduling and planning as related to conventions and events at the convention center and park facilities.
12. Set up meeting rooms for meetings and/or events as required.
13. Regular cleaning of the facility; required to maintain cleanliness in meeting rooms and bathroom facilities on a daily basis, periodical laundering of linens.
14. Performs billing and collection of fees for rental of the Convention Center and park facilities when applicable.
15. Required to provide monthly written report of Convention Center and Park events, and billing and collection revenues billed and collected to the Town Board.
16. Required to operate general office equipment to include telephone, computer, copier, and fax machine.
17. Demonstrates professional attitude with appropriate tact, discretion, and cooperation in all interaction with internal and external customers, to include but not limited to, Town of Tonopah personnel, county personnel, civic groups, service organizations, vendors, and the general public.

18. Notify maintenance foreman when repairs, maintenance or assistance with setting up for an event may be necessary at the Convention Center.
19. Flexible schedule and work on weekends may be required. May be subject to overtime/compensatory time when needed, for conventions and/or Town events.
20. Regular and consistent punctuality and attendance required.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Abilities:

Knowledge of

- Social media, marketing and promotional techniques.
- Basic computer office operations, specifically word processing and spreadsheets and/or database operations.
- Basic record keeping and bookkeeping principles and practices.
- Correct English usage including spelling, grammar, and punctuation.
- Measures needed to deal effectively with coworkers and those in various levels of the organization's governing body and management structure.
- Organization structure and operation of local public entities.

Ability to

- *Develop goals and objectives related to conventions and tourism.*
- Recognize and resolve issues that may arise, calmly, and efficiently.
- Communicate clearly and concisely both verbally and in written communications.
- Operate standard office equipment; e.g., fax, copier, calculator, multiline telephone, and computer with word processing, spreadsheets, and/or databases.
- Organize and maintain accurate files and records.
- Provide quality customer service including the ability to respond to the public and others in a courteous and respectful manner, and the ability to diffuse customers who may be upset.
- Provide factual information, in person, via email and over the phone, consistent with the organization's policies.

Required Certificates and Licenses:

Possession of a valid driver's license, or alternate means of transportation.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Graduation from high school or G.E.D. equivalency, supplemented by courses in marketing, customer service and/or work experience directly related to this position.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, reach, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper, reaching for items above and below desk level. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate professionally, accurately, and efficiently, via telephone, electronic means, or in person.

Strenuous physical work including frequent lifting and loading of bulky objects (up to 50 pounds); vacuuming, sweeping; physically demanding work for continuous and lengthy periods of time, often combined with bending, twisting, squatting and reaching.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Work environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Work is normally performed inside where the lighting is good, and the noise level is generally quiet. Potential exposure to toxic chemicals and solvents such as cleaning materials. Frequent interruptions to planned work activities occur.

Employee's Acknowledgment: I acknowledge that I have read and understand the above job description and have received a copy for my records.

Employee Signature

Date signed

Print Name