

OFFICE OF TOURISM

The Arizona Office of Tourism (AOT) strives to enhance the state economy and the quality of life for all Arizonans by expanding travel activity and increasing related revenues through tourism promotion and development. AOT's goal is to provide precise, research-driven strategies to achieve this mission while serving as the comprehensive leader in Arizona's tourism industry.

Visit our website at www.tourism.az.gov

EXECUTIVE ADMINISTRATIVE ASSISTANT

LOCATION

1110 West Washington Street, Suite 155 – Phoenix, Arizona 85007

JOB SUMMARY

The Arizona Office Of Tourism is currently seeking an Executive Administrative Assistant to provide strong administrative support and general assistance to the agency's Executive Director and Deputy Director. In addition, this position will perform some activities required in the operation of the agency's office facility in Phoenix, AZ as needed. This position will accept accountability for those responsibilities and duties as required in performing the highest level of support for an effective and efficient agency.

Essential duties include:

- Serve as representative and point of contact for Director and Deputy Director at all times.
- Receive, screen and route telephone calls. Record messages and relay information promptly to appropriate person(s) as needed.
- Schedule appointments, meetings and events and maintain manual and/or electronic calendars, as requested.
- Regularly review and monitor Director's and Deputy Director's schedule to insure accuracy and provide updates as needed.
- Coordinate Director and Deputy Director's travel arrangements and prepare/track monthly mileage and travel reimbursements.
- Prepare correspondence, presentations, reports, forms and other materials as instructed.
- Monitor, prepare and submit required Lobbyist documents, such as, Biennial Lobbyist Registration renewals and Lobbyist Quarterly Expenditure Reports for Director.

- Plan and coordinate meetings as directed, i.e. agency division directors' meetings, AOT staff meetings, quarterly Tourism Advisory Council (TAC) meeting, etc.
- Serve as agency liaison to AZ Office of Boards & Commissions to coordinate applicant/appointee processing, monitor members' status, and insure compliance.
- As designated agency administrator for the Tourism Advisory Council duties include: participation in the development and posting of meeting agenda(s); attendance at all TAC meetings, serving as secretary to record proceedings; coordinate meeting activities as required; prepare and distribute all meeting materials to both attendees and non-attendees of the Council & AOT management staff. Compile meeting minutes, distribute to Council members for review and prepare document for approval at next meeting.
- Review, prioritize and promptly deliver daily mail as required.
- Support/represent agency at functions, events, activities, as requested.
- Manage registration for staff to various industry events/functions as directed.
- Monitor monthly anniversary schedule; prepare length of service recognition certificates for signature & maintain recognition award inventory and distribution.
- Serve as agency courier as needed; secure and maintain GAO Gold Card needed for warrant/document pickup from ADOA.
- Insure optimal support as needed to maintain clean, safe and professional work environment for all agency staff and visitors.
- Ensure all agency access (entrance/exit) is secured per policy; monitor throughout business hours and make situational determination when necessary.

The above duties outlined for both areas of responsibility are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

KNOWLEDGE, SKILLS, & ABILITIES

The successful candidate will possess, at minimum, 3-5 years of experience directly supporting executive level positions, or any combination of education and experience that provides equivalent knowledge, skills, and abilities to perform the essential job functions for this position. Strong computer skills focusing on Microsoft Office and proficiency with Microsoft Word, PowerPoint, and Excel are necessary.

In addition, the following are required:

- Strong focus on details and demonstrated analytical skills
- Ability to communicate professionally, both orally and in writing, with constituents, agency personnel, vendors, and the general public
- Demonstrated project management experience
- Ability to use functional reasoning and apply rational judgment in performing diverse work activities

- Ability to exercise good judgment and apply decisiveness and creativity when carrying out job duties
- Ability to provide proactive support and follow-up for all areas of responsibility
- Ability to work independently and to complete assignments/projects in a team environment
- Professional manner/appearance

Word processing and database management experience is a plus! Education and/or experience in the tourism industry is also a plus!

BENEFITS

The State of Arizona provides an excellent comprehensive benefits package including:

- Top-ranked retirement and long-term disability plans
- Affordable medical, dental, life, and short-term disability insurance plans
- Accrued vacation pay and sick days
- 10 paid holidays per year
- Deferred compensation plan
- Credit union membership
- Wellness plans

Arizona State Government is an EOE/ADA Reasonable Accommodation Employer.

All newly hired employees will be subject to the E-Verify Employment Eligibility Verification Program.

Position open until filled.

Please send cover letter and resume to:

Linda M. Yuhas, CPPB
Assistant Deputy Director
Arizona Office of Tourism
1110 W. Washington, Suite 155
Phoenix, AZ 85007
Or email: lyuhas@tourism.az.gov