



Job Title: *Administrative Assistant*

Classification: *Non-Exempt*

Reports to: *Command Staff*

Department: *Beach Patrol*

Salary: *\$16.50 per hour minimum*

Job Summary: Provide principle administrative support for Beach Patrol. May provide clerical support to other personnel as business needs necessitate.

Minimal Qualifications:

- Associates degree in related field preferred. High School Diploma or equivalent, and two years of job-related experience in relevant field in lieu of degree required
- Strong customer service and business etiquette skills
- Effective communication skills (oral and written)
- Good organizational skills and the ability to handle multiple projects and tasks under pressure and deadlines
- Excellent working knowledge of basic computer software
- Must hold a current and valid Class C Drivers License

Required current certifications, licenses and trainings:

- Certified Tourism Ambassador (CTA) certification or ability to become certified
 - *CTA training provided by the Galveston Island Park Board of Trustees upon hire*

Essential Job Tasks:

- Monitors all aspects of the departmental budget, including preparation of invoices, check requests and purchase orders, verification of expenditures against line items, adjusting of accounts and updating department head on a monthly basis or as necessary to maintain the budget
- Create Bid Sheets for major purchases
- Maintain budget expenditures and files
- Work closely with accounting, payroll and human resources department to ensure accurate record keeping, vendor payments, and payroll processing
- Manage Beach Patrol payroll
- Create and manage expense reports for all Command Staff
- Order all uniforms and maintain inventory information, notifying Command Staff of any issues or discrepancies
- Maintains departmental statistics and reports, ensuring the data is current and correct
- Creates various reports, utilizing dashboards and outside information
- Assists with departmental projects
- Creates and maintains paper and electronic files
- Provide phone relief for Dispatch as needed
- May be responsible for other duties as assigned by Command Staff



GALVESTON
* ISLAND *
Park Board of Trustees

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Physical Requirements:

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

- The ability to travel in local area mainly by personal or company vehicle
- Must be able to stand or sit at a desk, and operate office equipment a minimum of 8 hours per day
- Must be able to ascend and descend stairs, as well as balance
- Must be able to occasionally stoop, kneel or crouch
- Must be able to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds
- Must be able work indoors or outdoors in various weather conditions and temperatures
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Must be able to read, write and comprehend both written and oral communications, as well as respond in written and oral communication

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by (Printed Name) _____

Received by (Signature) _____

Date _____