	City of Tomball		Department: Marketing	
	Administrative Assistant			
	Effective Date: TBD Revised: 3/8/2024 Approved By: TBD	FLSA Status: Non-Exempt	Grade: TBD	Page 1 of 2

Job Title Administrative Assistant
Reports To Director of Marketing & Tourism
Positions Supervised None

Education and Experience - An equivalent combination of education, training and experience will be considered.

Education HS_GED
Experience No previous relevant work experience is required.
Certifications
Licensing Driver's License

Administrative Assistant's role within the big picture of the City's overall success.

Ensures consistent staff presence on Saturday at the Depot and Info Center. Will be responsible for assisting Depot volunteers, cleaning Depot areas, and handing out marketing collateral for upcoming events. Focuses largely on setup, supervision, and customer interaction rather than extensive program planning.


Assist Marketing & Event Specialist with Rusty on certain festival days. Assist with photography and videography at the Depot and Info Center. Flexibility is a must in scheduling, which requires Saturdays to ensure event success.

Administrative Assistant functions include but are not limited to the following.

- **Facility Supervision:** Ensure staff coverage on Saturdays. Monitor conduct of visitors at Depot and Info Center ensuring adherence to Depot and Info Center policies.
- **Event Operations:** Handout giveaways and marketing material of upcoming events at all Farmers Market events. Facilitate duties as assigned by the Marketing & Event Specialist regarding volunteers and the Info Tent during festivals and events. Help execute kids' activities and provide support to Marketing staff. Maintain inventory of giveaways geared towards tourism promotion.
- **Volunteer/Mascot Management:** Oversee coordination of volunteers for city festivals as well as escort Rusty during appearances.
- **Contribute** to the team effort by performing other related duties as assigned.

Success Framework. The following list of knowledge, skills, and abilities have been identified by our team as building blocks towards efficiency and effectiveness in this role.

- Knowledge of Tomball history and Depot stories.
- Excellent verbal and written communication skills towards Depot/Info Center attendees.
- Proficiency in monitoring a diverse group of event goers, ensuring rules are adhered to.
- Ability to deliver great customer service.
- Physical capability to perform light setup and breakdown tasks.
- Collaborative spirit for working closely with city event teams and partners.
- Listening to what others are saying and asking questions as appropriate.

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Equipment and Tools commonly associated with the performance of the functions of this job.

Microsoft Office, Word, Outlook and Excel

Work Environment or atmospheric conditions commonly associated with the performance of the functions of this job.

- The work is typically performed outdoors for festivals and events and occasionally indoors in an office setting.
- May rarely be exposed to uncomfortable temperatures, humidity, noise, chemicals/gases, contagious diseases, airborne particles/pathogens, and/or physical trauma.

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

- Work requires the ability to sit, stand, walk for extended periods of time.
- Work requires the ability to complete repetitive wrist, hand, and/or fine motor movement.
- Work requires the ability to grasp, pull, push, and reach.
- Work requires the ability to climb and balance.
- Work requires the ability to talk, hear, listen, and comprehend.
- Work requires the ability to drive and/or operate mechanical equipment.
- Work requires visual acuity of 20 feet or more, visual acuity of 20 inches or less, three dimensional vision, the ability to identify and distinguish colors
- Must be able to lift up to 20 pounds.
- Work requires the ability to stoop, kneel, crouch, and/or crawl.

*The City of Tomball offers reasonable accommodation in the hiring and employment process for individuals with disabilities. If you need assistance to accommodate a disability, you may request accommodation at any time.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws, and employees may be required to comply with the changes.