

DIRECTOR OF ADMINISTRATION & RECORDING SECRETARY

The Director of Administration serves as the recording secretary for TDC/CVB Board of Directors; assists the President & CEO; is responsible for managing the CVB's human relations activities; assisting the Vice-President of Administration with accounts payable; and assisting the President/CEO and Board of Directors, as required. This position reports jointly to the President/CEO and Vice-President of Administration of the Panama City Beach Convention & Visitors Bureau.

General Scope of Duties

- Responsible for acting as the recording secretary for the TDC/CVB, maintaining minutes of official meetings, preparation and distribution of agenda materials, and distribution of meeting notices.
- Responsible for managing the CVB's Human Relations activities.
- Responsible for assisting the Vice-President of Administration in managing accounts payable.
- Responsible for maintaining files in accordance with applicable federal and state laws and within established practices and procedures.

Other Duties

The Director of Administration will perform other assignments as instructed by the President/CEO of the Panama City Beach Convention & Visitors Bureau.

Qualifications and Skills

- Must possess the ability to portray and project a personal professional image.
- Must possess the ability to exercise initiative, good judgment, and tact when representing the CVB.
- Must possess a valid Florida driver's license. Extensive travel is required, in the performance of regular duties.
- Must possess the ability to effectively communicate through written and verbal means.
- Must possess strong interpersonal skills, have demonstrated attention to detail, and must be computer literate.
- Must be able to work independently, but also demonstrate the ability to work with others and in teams.
- Must possess the ability to analyze project needs, focus on achievement, manage detail and think creatively.
- Must possess strong interpersonal skills and be computer literate.
- Must possess experience in administrative, human relations or financial related fields.
- Must have earned a bachelor's degree from an accredited college or university, or have commensurate experience in a directly related field.