



JOB TITLE: Administration Development Director

SALARY RANGE: \$94,000 - \$145,000

OPENING DATE: March 19, 2025

CLOSING DATE: April 11, 2025

WORK HOURS: Monday – Friday 8:30 AM – 5:30 PM

JOB SUMMARY:

Under administrative direction, is responsible for performing complex administrative and managerial duties. Provides strategic direction and oversight of various administrative functions to include human resources, risk management, procurement, asset management, facility management, and financial analysis. Designs and implement strategies to align administrative functions with the organization's goals and values. Exercises direct supervision of assigned staff.

ESSENTIAL JOB FUNCTIONS:

- Develop and implement total compensation and benefits, training and professional development programs, employee relations, performance management, talent management, and organizational culture.
- Execute a comprehensive people and culture strategy that aligns with organizational goals and core values, promoting engagement through recognition, team building, and survey initiatives.
- Develop and implement standardized policies and procedures aligned with organizational objectives and values.
- Develop a culture of continuous learning through performance management systems that evaluate and recognize employee performance and identify development opportunities.
- Oversee talent acquisition strategies supporting recruitment, onboarding and retention.
- Identify critical roles within the organization, develop targeted programs to prepare successors
- Oversee organizational risk management strategies aimed at identifying and minimizing potential risks and ensuring compliance with relevant regulations.
- Oversee building maintenance, ensuring safety and security of the facility and its occupants
- Oversee financial management and physical maintenance of physical assets, ensuring their optimal performance through preventive maintenance, tracking asset lifecycles, complying with safety and environmental regulations.
- Oversee tracking and reporting of designated strategic goals and contractual requirements, identifying areas for improvement as necessary.
- Support the development and analysis of comprehensive financial information including detailed operating and capital budgets, financial statements, financial forecasting, and financial metrics.
- Evaluate administrative programs, revising procedures as necessary to ensure alignment with strategic initiatives and efficient execution.
- Ensure program activities comply with local, state, governance, and contract requirements.
- Develop and oversee detailed contract administration plan ensuring adherence to relevant requirements. Identify compliance risks and implement corrective actions. Serve as a point of contact with external auditors.
- Performs related duties and fulfills responsibilities as required.

JOB REQUIREMENTS:

- Bachelor's Degree from an accredited college or university with preferable coursework in Business, Public Administration, Finance, Economics or a related field.

PREFERRED QUALIFICATIONS:

- Proven experience in human resources leadership roles, ideally with a track record of successful strategy development and implementation
- Proven experience in process review and
- Proven experience in financial management and budget development

APPLICANT INFORMATION:

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of this position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Applicants selected for employment with Visit San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

KNOWLEDGE SKILLS AND ABILITIES:

- Proven leadership and project management experience
- Strong analytical skills: Ability to interpret complex financial data and draw meaningful conclusions.
- Communication skills: excellent communication and interpersonal skills, ability to effectively communicate complex information to diverse audiences.
- Problem-solving abilities: Identifying financial issues, analyzing root causes, and proposing solutions.
- Expertise in strategic planning methodologies

PHYSICAL REQUIREMENTS:

Physical requirements include visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to sitting, standing, lifting and walking to perform the essential functions. Working conditions are primarily inside an office environment. This position is a fulltime position, subject to local travel and/or evening and weekend hours on an as needed basis. Visit San Antonio offers a competitive benefits package including paid holidays and annual leave, health & wellness plan options, and retirement plan options. Visit San Antonio is an equal opportunity employer. Applications from men, women, individuals with disabilities, veterans, and people of diverse cultural backgrounds are encouraged to apply.

To apply for this position, please send your application, resume, and cover letter to jobs@visitsanantonio.com

The job is posted here: [VSA Job Site](#)