

Spurs Sports & Entertainment

AT&T CENTER

POSITION: Administrative Assistant - Franchise

REPORTING RELATIONSHIP:

REPORTS TO: Director of Silver Stars Business Operations
Director of Rampage Business Operations
Silver Stars General Manager

CAPSULE POSITION DESCRIPTION:

This position will be responsible for providing assistance to the Directors of Business Operations and the Silver Stars General Manager. The eligible candidate will carry a multitude of qualifications, including but not limited to; ability to maintain confidential documents and files, handle multiple tasks, maintain a professional demeanor and attitude, and have effective organizational skills. This position will screen phone calls, review mail, and maintain a calendar of meetings, events, and staff information. Will be expected to prioritize, administer and generate reports, correspondence and proposals. Provide and assist in the coordination between staff, vendors, sponsors and as needed for the successful presentation of events. Provide support to the WNBA team concerning player personnel matters, contract execution, travel, international visa issues, on-site housing and transportation and other duties as assigned.

The incumbent in this position is expected to model the following practices on a daily basis: 1) Demonstrated alignment with the company's mission and core business values; 2) Collaboration with key internal/external resources and 3) Ongoing self development.

KRA'S (Key Responsibility Areas):

- 1) Provide day- to-day administrative support to the Director of Business Operations for the Silver Stars, Rampage, and Silver Stars General Manager as it relates to calendar, files, mail, and correspondence.
- 2) Handle incoming/outgoing phone calls in a professional manner with diplomacy and tact.
- 3) Plan, organize, and prepare communications and materials for meetings as directed.
- 4) Service and deal with a diverse group of important clients and visitors as well as internal contacts at all levels.
- 5) Establish working relationship with Spurs Executive team.
- 6) Keep track of department inventory and inventory lists.
- 7) Act as a liaison for interdepartmental communications including but not limited to ticket sales, sponsorship sales, marketing, game operations, business public relations, and community relations.
- 8) Maintain files of all contractual services as it relates to the Rampage and Silver Stars and its business needs.
- 9) Assist in the preparation of annual operational budgets and capital expenditures.

PERFORMANCE MEASUREMENTS

The following measurement methods are intended to provide a sound basis for assessing the performance of the jobholder in this position. Although numerous methods are listed as suggested measurements the supervisor may elect to select only specific ones based on the need of the company at any point in time.

- Level of support and communications provided
- Vision, Mission and Values alignment
- Internal / external customer surveys
- IDP/self development goal achievement
- Reporting and materials preparation and accuracy

TECHNICAL COMPETENCIES:

The following personal attributes are considered essential requisites for effective performance of the holder of this position.

- A) **Work ethic:** Dependable and meets commitments by exhibiting willingness to put in extra hours or “do whatever it takes” to get the job done. Available and presentable for work on a consistent and timely basis.
- B) **Interpersonal Skills:** Aware of the importance of first impressions; remains approachable to all levels of employees; remains empathetic, patient and listens actively; understands the importance of employee and player confidentiality and trust.
- C) **Positive Thinking & Attitude:** Maintain a positive work environment by creating job motivation, remaining enthusiastic about taking on challenges, demonstrating an “I care” attitude, approaching others in a pleasant, happy, and upbeat manner, and always finding the positive aspect of a negative situation; ability to resolve conflict in positive ways.
- D) **Business Professionalism:** Exhibits professionalism at all times in regards to appearance, behaviors, and attitude in or at all company functions including but not limited to: events, during business hours, and after hour’s social events sponsored by the company.

SS&E CORE COMPETENCIES:

All SS&E employees are expected to consistently develop and attain the following:

	COMPETENCY	ATTRIBUTES
ORGANIZATION	Think Critically/Act Strategically	<ul style="list-style-type: none"> • Able to anticipate future consequences and trends accurately. • Takes the time to look at and question conventional wisdom; doesn't accept much as a given.
	Decision-Making Skills	<ul style="list-style-type: none"> • Makes good decisions based upon a mixture of analysis, wisdom, experience and judgment. • Sets objectives and goals. • Uses rigorous logic and methods to solve difficult problems with effective solutions.
	Ability to Think Creatively	<ul style="list-style-type: none"> • Can make connections among previously unrelated notions.
	Change Agility	<ul style="list-style-type: none"> • Can effectively cope with change, can comfortably shift gears, decide and act without the total picture and handle risk and uncertainty.
OTHERS	Communication Agility	<ul style="list-style-type: none"> • Considers the audience; is articulate, can make the complex understandable; uses appropriate language to sell a view; fairly presents the views of others. • Steps up to conflicts, seeing them as opportunities • Can quickly find common ground to solve problems for the good of all. • Can represent own interests and yet be fair to other groups. • Is sensitive to how people and organization functions.
	Acceptance of Other's Differences	<ul style="list-style-type: none"> • Tries to understand the people and the data before making judgments and acting
	Develop Individuals	<ul style="list-style-type: none"> • Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit and/or the organization.
	Contributes to Team Performance	<ul style="list-style-type: none"> • Creates a climate in which people want to do their best
ONESELF	Self Awareness	<ul style="list-style-type: none"> • Knows personal strengths and weaknesses, opportunities and limits • Candid, knows what is good and lousy at, not afraid to admit it and compensate. • Comfortable with personal change, isn't paralyzed with mistakes, seeks feedback and moves on.
	Balancing Conflicting Demands	<ul style="list-style-type: none"> • Quickly zeros in on the critical few and puts the trivial many aside
	Learning Agility	<ul style="list-style-type: none"> • Picks up on the need to change personal, interpersonal and managerial behavior quickly • Is personally committed to and actively works to continuously improve

Minimum Qualifications:

- Proficient in computer skills to include Office, Excel, and PowerPoint.
- Ability to prioritize multiple tasks, highly organized individual.
- Willingness to work flexible hours to possibly include nights and weekends.
- Self starter with strong initiative and meticulous attention to detail.
- Ability to deal with confidential information and act accordingly. Exhibits poise, tact and diplomacy.
- Ability to effectively communicate with all levels and personalities
- Strong teamwork attitude

**SS&E is an Equal Opportunity Employer*

Nothing contained in this job description is intended to be a contract of employment, nor does any information contained herein represent a guarantee of employment for a specific duration. Your employment with SS&E is "at will", which means that either you or SS&E may terminate the relationship at any time.

_____	_____
Employee Signature	Date
_____	_____
Supervisor's Name Printed	Supervisor Signature