Karen Brown

(Administrative Support Assistant)

National Weather Service
Tampa Bay Area
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Introduction

The ASA is the principal administrative assistant to the MIC and performs a wide range of administrative functions for the staff management team. The ASA performs technical aspects of all administrative programs and activities for the office related to budget, funds control, purchasing, procurement requests, contract monitoring, bankcard, property, vehicles, travel, training, personnel actions, time and attendance, mail, office supplies and equipment, etc.

Duties

- Tour Coordinator