

**CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS**

<u>PORT & HARBOR ADMINISTRATIVE ASSISTANT</u>			
Department:	Port/Harbor	Sub-Department:	Admin. Services
Reports to:	Administrative Supervisor	Backed Up By:	Admin. Staff
Supervises:	None	Backs Up:	Admin. Staff
Pay Range:	7	Classification:	Regular Full Time
FLSA Status:	Non-Exempt	Update:	01/11, 02/12, 05/13

GENERAL FUNCTION

First point of contact for over-the-counter transactions and phone calls. Responsible for maintaining appointment calendars for facility and dock usage. Acts as purchasing agent for the Port and Harbor. Assists with delinquent accounts, inputting daily electric usage and monitoring budget reports. May assist with moorage agreements and harbor boat records.

JOB FUNCTIONS/MAJOR ACTIVITIES

1. First point of contact for phone and over-the-counter transactions; greets customers and responds to questions and complaints, provides information and operates base VHF radio.
2. With information provided by Director or Deputy Harbormaster prepare, update and maintain dock, ramps and grid schedules. Keeps staff informed of developments.
3. Acts as purchasing agent for the Port and Harbor. Prepares purchase orders, receives billing information from vendors, verify charges and forward purchase orders to Finance for payment.
4. Responsible for daily close out and balancing of cash drawer and register.
5. Responsible for encoding, issuance of fish dock user cards and input into the Marina program.
6. Monitor annual Fish Dock User and Terminal Use Permits. Track seafood wharfage reports.
7. Process and deposit parking and load and launch fees.
8. Assist in developing and researching grant applications.

9. Assist in monitoring delinquent Port and Harbor accounts and assist with collection procedures.
10. Responsible for printing and monitoring the Port and Harbor monthly budget detail.
11. Responsible for daily input and monthly billing of the electric energy form.
12. Responsible for monitoring office equipment maintenance contracts and ordering supplies as needed.
13. Perform duties as Notary Public as required.
14. Perform secretarial duties for Port and Harbor Office and Fish Dock Division in the absence of the Administrative Secretary or as assigned by Administrative Supervisor.
15. Required to learn the duties of other office staff to provide back-up relief as needed.
16. Perform other related duties as directed by the Administrative Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

Three years clerical work experience in public setting required. Working knowledge of accounting procedures desired. Requires written and verbal skills in composing letters and contact with the public. Accurate keyboarding skills and working knowledge of modern office procedures and equipment, including working knowledge of computer and current software required. Requires ability to monitor several tasks at once. Diplomacy and confidentiality in answering inquiries and problems essential. Familiarity with marine terminology and radio communication desirable. High school diploma or G.E.D. required.

DECISION MAKING RESPONSIBILITIES

Work is performed under general supervision. Independent judgment often required in handling public inquiries/problems. Responsible for maintaining confidentiality in handling public inquiries, customer accounts, and other records. Moderate budget/expenditure authority at unit level. Activities are a low but reoccurring source of potential liability to the City in the handling of customer accounts and cash receipts.

SUPERVISORY AUTHORITY

None

EXTERNAL VISIBILITY/CONTACT

High frequency of contact with the public. Requires well developed communication skills in maintaining effective relationships with the public, ship's agents and vendors. High frequency of contact with key service providers and vendors. Moderate frequency of contact with government officials, low frequency of contact with key City personnel.

WORKING CONDITIONS

Office environment. Summer shift (May-Sept) requires working weekends, may also require working holidays or other shift work. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment, communicate orally, regularly required to sit, stand, walk, occasionally required to stoop, kneel, or crouch, and reach overhead with hands and arms and lift up to 25 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the major activities.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATON; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY EMPLOYMENT AS STATED HEREIN.

Employee Signature Date

Supervisor Signature Date

City Manager Signature Date

Personnel Director Signature Date