

City & Borough of Wrangell

Position Description

Position: Administrative Assistant - Harbor	Position Number:
Department/Site: Harbor Department	FLSA: Non-exempt
Reports to/Evaluated by: Harbormaster	Salary Grade: 15

Summary

To provide comprehensive administrative and accounting support to the Ports & Harbors Department.

Distinguishing Career Features

The Harbor Administrative Assistant plays a critical role in serving as one of the Harbor Department's primary interfaces with the public. The Harbor Administrative Assistant must have a strong understanding of harbor operations, billing and accounting related to harbor operations, and the relationship between the harbor and other City & Borough departments.

Essential Duties and Responsibilities

Communications

- Answers and screens telephone and radio calls. Takes messages when necessary, takes complaints and suggestions as they come in and relays them to the Harbormaster. Assists local, state and federal agencies locating and communicating with port and harbor customers. Provides information regarding local services to visiting vessels. Assigns temporary transient moorage to visiting vessels.

Accounting

- Processes the billing and collection of regular and transient moorage fees and all payments related to Ports and Harbors operations. Performs daily cashier duties and daily deposit deliveries. Evaluates and reconciles customer accounts. Provides Finance Department with accounting and other information as required.

Records

- Maintains various records and accounts and enters data into computer. Maintains harbor wait list and assigns permanent moorage with Harbormaster approval. Maintains computer and written files. Maintains inventory control for office supplies.

Out of Office Duties

- Meets with boaters to help with or assign transient electricity and moorage. Meets barges and tour ships when Harbormaster and Assistant Harbormaster/Security Officers are not available.

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Teamwork & Cooperating

- Maintains an orderly office and work space. Performs other related duties as required or assigned by Harbormaster. Works cooperatively with other employees, external agencies, and the public, representing the Harbor Department in a courteous and professional manner.

Port Commission

- Prepares agenda, minutes, publications, and all related filing. Attends meetings and acts as recording secretary.

Qualifications

▪ **Knowledge and Skills**

Requires interpersonal skills to effectively communicate with the public, staff, and other persons. Requires courteous telephone and radio skills.

Requires attention to detail.

Requires a thorough knowledge of modern office procedures and equipment and basic accounting principles.

Requires willingness to work independently when necessary and perform various job-related duties as situations require. Must possess a strong sense of teamwork and ability to work cooperatively with others.

Requires skills of operating barge ramp facilities and knowledge to assist the landing procedures of all barge facilities.

▪ **Abilities**

Must be able to maintain records, process forms, and operate a personal computer with standard and customized software applications. Requires strong math skills and a general understanding of accounting principles to keep track of accounts, perform banking, and handle other transactions. Must be able to deal with a wide range of people, including situations in which individuals may be upset. Must be able to perform a variety of tasks with accuracy under the pressure of time-sensitive deadlines.

▪ **Physical Abilities**

Must be able to sit and stand for long periods of time, to work on and around docks, to have the fine motor dexterity to handle files and a keypad, and to have the visual acuity to read electronic and printed documents.

▪ **Education and Experience**

A High School Diploma or GED and office-related experience is required. A background knowledge of waterfront activities and vessels is desirable.

▪ **Licenses and Certificates**

Valid Alaska Driver's License or the ability to obtain one.

▪ **Working Conditions**

Work is performed indoors and outdoors in dangerous situations requiring extreme care and attention to safe work habits and donning of safety gear.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.