

PORT OF DEWATTO

JOB DESCRIPTION

Job Title: Port Manager

FLSA: Non-Exempt

Reports To: Port Commission

This position may be full or part-time. The regular work hours for the Port Manager are Monday through Friday, between the hours of 8:00 a.m. to 4:30 p.m. Work schedule will be designated and approved by the Port Commission. Attendance at evening or weekend meetings or other events is required. Employment is at will.

Major Function and Purpose

The function and purpose of the position of Port Manager is to serve under the general guidance of the Port Commission. The Port Manager will conduct business of the Port, work with the local community and the general public. The Port Manager will maintain the Port office, Port records and financial affairs to promote the overall efficiency of the Port. The Port Manager will implement the mission, policy, guidelines and strategic goals of the Port of Dewatto as set and directed by the Port Commission.

General Function

The Port Manager performs all administrative and financial duties in an accurate and timely manner with overview by the Port Commission. The Port Manager will work and coordinate with Mason County offices, State Auditor employees and outside contractors, such as attorney, bookkeeper, web-manager.

Supervision Responsibilities

This is a non-supervisory position.

Job Duties & Responsibilities

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

- Keeps the Commission fully informed on the Port's operations and business transactions
- Executes the intent of Commission decisions and policies and supports the policies to the public, staff and other governmental entities
- Prepare, coordinate and provide public notification for monthly regular and special meetings
- Attend and participate in Port meetings, take clear meeting minutes, publish minutes timely and follow-up on action items as necessary
- Manage the Port's records management program
- Handle all public records requests in a timely manner; submit requests that need to be reviewed by the attorney before being fulfilled
- Responsible for cash handling (i.e.: receipting, balancing, deposits) and all revenue collection; transmitting revenue to Mason County Treasurer
- Provides customer service, handling questions and complaints, in person, via telephone or by correspondence
- Accomplishes data entry using a computer system and multiple software application programs, including word processing and spreadsheets
- Prepares and maintains basic spreadsheets, graphs or similar material
- Processing of accounts payable vouchers for approval; transmitting to Mason County Auditor for payment
- Prepare timesheets and leave records for bookkeeper to prepare payroll, reports and taxes
- Complete forms for remittance to State for local sales or use tax, leasehold excise tax, lodging tax and any other applicable taxes
- Develop and recommend annual budget for Commission approval and prudently manage Port's resources within those budget guidelines according to current laws and regulations
- Prepare annual report and any other financial records, reports and statements
- Provide updates and data to the Port web-manager to keep the Port website current, along with Facebook page

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- Compose correspondence
 - Give bank statement to bookkeeper for reconciliation
 - Work with Campground Coordinator in the management of campsite reservations
 - Must be able to legally pursue and direct contracted services under the guidelines of Washington State Public Works statutes
 - Maintain or coordinate maintenance of Port facilities, building and grounds
 - Performs related work as required

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Knowledge of general office practices and equipment
- Ability to operate personal computers, including Microsoft Office programs
- Ability to work in an environment that requires tact and diplomacy
- Ability to multi-task and deal with interruptions
- Ability to plan, coordinate and produce accurate work
- Ability to create and maintain accounting spreadsheets
- Ability to compose meeting minutes, memorandums and letters
- Ability to follow stated oral and written instruction
- Ability to establish and maintain effective communications, both orally and in writing, with Commission and the general public in a professional manner

Working Conditions

- Work is performed primarily in an office environment
- Some outdoor work may be required to cover campground revenue collection

Contacts and Relationships

The Port Manager has job-related contact either by telephone, in person or through written communication with the Port Commission, co-workers, vendors and other business-related individuals or agencies as required. In addition, the Port Manager will have extensive contact with the public and will be professional and courteous with all contacts.

Physical Requirements

The employee must have the ability to enter data or information into a terminal, PC or other keyboard device and must be able to conduct voice communication both via the telephone and in person.

Recruiting Requirements

- Valid Washington State Driver's License
- High School Diploma or GED
- Must be bondable
- Must be trustworthy
- One year experience in office procedures, accounting and customer service are required, municipal preferred

Experience and Training

- Minimum high school/GED required
- Customer service experience
- Experience in cash handling and account transactions
- Experience with computers and application software, including word processing and spreadsheets
- Knowledge of Public Records Act

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.