



THE CITY OF WHITTIER

Gateway to the Western Prince William Sound
P. O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

JOB POSTING

Administration Assistant I

None-Exempt- Hourly, \$13.89 DOE

Seasonal- Full Time (Min 40 hours a week)

Dates of Employment April 4 through October 1, 2022

<u>POSITION TITLE:</u>	HARBOR ASSISTANT I
<u>DEPARTMENT:</u>	PORTS & HARBOR
<u>SUPERVISOR:</u>	ADMINISTRATION ASSISTANT III
<u>CLASSIFICATION:</u>	SEASONAL, NON-EXEMPT, HOURLY \$13.89 DOE

POSITION SUMMARY: Seasonal position under the direction of the Administration Assistant III, is responsible for harbor electrical billing, harbor records management, contractual duties as assigned and impeccable customer service.

ESSENTIAL FUNCTIONS: the following duties are typical for a Administration Assistant I. These are not to be construed as exclusive or all-inclusive; other duties may be required and/or assigned.

1. Ensures electrical dock check readings are accurately recorded as required daily/monthly
2. Assists Harbormaster in customer account status for late payment and electrical service issues.
3. Assists with past due accounts which are referred to collections.
4. Proves and prepares harbor information for the Harbormaster, City Chief Financial Officers and City Manager as requested.
5. Aids harbor patrons in a courteous, timely and professional manner.
6. Greets public, sells harbor services, assists with transient slip moorage placement, explains policies, procedures, and fees to customers.
7. Maintain harbor electronic and paper (where required) according to City, State and Federal requirements accounting standards.

OTHER RESPONSIBILITIES:

1. Report all safety issues to Harbormaster or their designee.
2. Participate in harbor emergency and safety drills
3. Maintain a neat and tidy appearance and workstation.
4. Assist the public with impeccable customer service skills in all forms of communication.
5. Assist harbor field staff as necessary to meet customer and departmental needs.
6. Ability to follow direction and work various harbor shifts.
7. Data entry, filing and preparation of correspondence.
8. Assist with dock checks and hot berthing of vessels when needed.
9. Perform other duties as assigned.
10. Use proper procedures over VHF/FM radio to communicate with boaters and harbor staff.

ESSENTIAL SKILLS:

1. Must have good oral and written communication skills. Must be able to speak clear English other languages skills are a plus.
2. Modern office practices and procedures; good English usage and composition; procedures in ordering offices supplies and equipment; effective human relations; basic fundamentals of supervision and common business practices.
3. Ability to keep complex records; operate extensive filing systems; perform assigned tasks independently; organize data and compile summaries and tabulations; establish and maintain effective working relationships; and schedule, check and verify the work of others.
4. Demonstrate initiative, dependability, good judgement, tact, analytical skills, and the ability to work in a positive manner with the public, and City staff.
5. Answer questions, promote positive community relations and represent the City of Whittier.
6. While performing the duties of this job, employee will be required to type; organize, manage data files and records, regulations, and procedures; making mathematical calculations; and selecting and applying guidelines and procedures.
7. Minimum age: 18 years old, High School graduate or equivalent and possess a valid Alaska State driver's license.
8. Ability to pass drug test and background check.

TO APPLY:

Apply online at <https://www.whittieralaska.gov/employment/> or in person at Whittier City Hall, 660 E. Whittier Street, Whittier, Alaska 99693

Include the following with your application

1. Signed authorization to release information form
2. Resume with 3 Personal References and 3 Employment references
3. A cover letter with references

The City of Whittier is an equal opportunity employer and a drug free workplace

The above job description is to be used as a guide for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all-encompassing list of duties. POSTED 03/04/2022