



City of Whittier

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

JOB DESCRIPTION – SEASONAL HARBOR ASSISTANT I

Posting Date 2/07/23

Closing Date: Open until filled.

Position Title:	Harbor Assistant I
Department:	Harbor
Supervisor:	Harbormaster/Deputy Harbormaster
Classification:	Hourly, Overtime
Pay Range:	<i>\$18.27 - \$25.77 Hourly</i>
Starting Pay Range:	<i>\$18.27 - \$20.15 Hourly – DOE</i>

POSITION SUMMARY: Under general supervision, provides reception, clerical, and cashier support to the public and other city departments. This position starts April 03 and ends October 01, 2023.

PRIMARY DUTIES AND RESPONSIBILITIES

- **Receptionist Duties:** Greeting the Public and answering questions regarding harbor services, and policies regarding customer accounts,
- **Clerical Duties:** data entry, filing, and preparation of correspondence and requests for information.
- **Cashier:** accurately calculating fees and issuing receipts.
- **Assist:** in maintaining all necessary forms and registration data.
- **Under supervision of Harbor Finance Supervisor:** assists with maintaining accounts receivable, preparation of billings, purchase orders, and maintaining record logs.
- **Monitors and uses:** the VHF radio, 2-way walkie talkie radio and multi-line telephone.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic understanding of computers and office equipment and appropriate experience with basic office systems including, but not limited to data processing, filing, telephone reception, bookkeeping, letter composition, cash receipts, and miscellaneous research.
- Must have appropriate verbal and written communication skills and have the ability and aptitude to perform a variety of routine and complex clerical and administrative tasks.
- Provide administrative support to the Harbormaster and harbor staff.
- Must work cooperatively with other employees, other departments, and the public.
- Must meet, greet and assist the public in a professional manner.



JOB DESCRIPTION - HARBOR OFFICER I (Continued)

LICENSES AND SPECIAL REQUIREMENTS:

- Must be 18 years of age.
- Must possess a valid Alaska driver's license or have the ability to obtain one prior to operating a city vehicle.
- Must present work authorization identification within three days of hire (INS requirement)
- Must successfully complete a drug test prior to beginning work and can be subject to a background check.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent required.
 - Experience working with the public helpful.
 - Problem solving skills are necessary and the ability to handle confrontational situations calmly and diplomatically.
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This is a temporary full-time position. To apply, submit a City of Whittier application, authorization to release information form, a cover letter and three references to the Human Resource Administrator in person at 660 E. Whittier Street, second floor, or by email to dpratt@whittieralaska.gov, or by fax at 907-472-2404. Application are available at <https://www.whittieralaska.gov/employment>

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 2/07/2023