

# PORT OF BROOKINGS HARBOR

## POSITION: FRONT DESK MOORAGE MANAGER

1. **REPORTS TO:** Port Manager and Harbormaster

2. **PURPOSE OF POSITION:**

To assign moorage, gear and boat storage, scheduling of Port equipment and tasks directed by Harbormaster.

To receive and record accurately money, paperwork and other related materials and to perform clerical and receptionist duties.

To perform a variety of general office, clerical, and receptionist tasks as required by management, which follow established procedures.

### **Employee Classification**

**Non-exempt:** An employee who is paid an hourly wage, (typically assigned a regular work shift of not more than 40 hours per week), and whose job calls for overtime payment as appropriate under state and federal regulations.

3. **DUTIES AND RESPOSIBILITIES:**

- A. Daily office duties relating to collecting all fees for Port services, assigning moorage slips, copying, checking daily tally sheets for both basins, answering telephone, filing and typing.
- B. Answering incoming phone lines, route calls or answer general questions. Direct customers and visitors to the appropriate staff. Provide general information regarding the Port and community as needed.
- C. Using word processing and data entry capabilities available, enter data, type correspondence and reports from drafts or dictation equipment, address envelopes, operate photocopying, facsimile and other general office machines.
- D. Answering questions and educate customers to Port policy and procedures.
- E. Maintain comprehensive general files and records as directed.
- F. Must work with various types of people and project a proper public image.
- G. Assist other workers with Port activities when requested.
- H. Organize, maintain and be knowledgeable of information available specific to the Port of Brookings Harbor in general.
- I. Other duties as assigned.

#### **4. WORKING RELATIONSHIPS:**

- A. Supervises no one but will provide guidance to office and operations staff as necessary.
- B. Internal contact with the Operations Staff as often as necessary; at least daily contact by the Harbormaster.
- C. External contact with the general public, marina users and customers as required or requested by the Harbormaster.

#### **5. POSITION REQUIREMENTS:**

- A. Must have high school diploma or GED equivalent education.
- B. Must have a valid Oregon driver's license.
- C. Must pass pre-employment drug screen and maintain drug and alcohol-free work environment.
- D. Efficient in communications with the public. Knowledgeable in computer network system operations including QuickBooks.
- E. Knowledge of Marina operations.
- F. Working knowledge of Port rates and policies.
- G. Ability to assume new duties or responsibilities in a confident manner, along with the ability to learn quickly.
- H. Ability to operate standard office equipment.
- I. Ability to work with the public, supervisors, and other employees.
- J. Ability to record transactions legibly and accurately.
- K. Ability to interact effectively with customers and staff.
- L. Ability to work as a team with all employees.
- M. Must work daily with customers and staff in a courteous manner, both in person and on the telephone.
- N. Must have the ability to work with various types of people and to project a proper public image.
- O. Occasional conflict management when dealing with general public.
- P. Position requires discretion and the ability to maintain confidentiality, professionalism and harmonious relationship with the public and co-workers.

**6. PHYSICAL AND MENTAL DEMANDS:**

- A. Minimal physical effort. Comfortable work position. Subject to constant interruption.
- B. Able to work harmoniously with the public and Port Staff. Must be in sound physical condition.

**7. WORK ENVIRONMENT:**

- A. Indoors.
- B. Normal working hours are Monday through Friday from 8am to 5pm.

This job description is an outline of major recurring responsibilities of the job. It is not intended to be all inclusive of the work to be performed. Other related job objectives, special assignments and responsibilities will typically be performed.