

## **Job Description - Administrative Specialist**

**Immediate Supervisor:** Port Manager or Designee

**Position Objectives:** To assure smooth operations of the Port by providing executive support, accounting assistance, assist with grant and project management, and coordinating special projects.

### **Summary of Duties and Responsibilities:**

1. Attend and take minutes at monthly commission meetings.
2. Create correspondence, invoices and other documents as required.
3. Grant support: Assist with writing grant applications, monitoring, and reporting.
4. Assist with lease development, moorage agreements and tenant relations.
5. Provide accounting assistance to Bookkeeper.
6. Write and distribute press releases when required.
7. Assist in organizing special events, including the annual Wooden Boat Show
8. Other duties as assigned.

### **Education, Experience and Knowledge Preferred:**

- Associate degree or higher; Business school or continued education or the equivalent in experience
- Detail-oriented with excellent organizational skills.
- Communicate effectively with customers, vendors, co-workers and other agencies.
- Maritime experience preferred.
- Business experience in real estate, marketing, maritime industry, or sales

### **Minimum Qualifications**

- Proficiency with Microsoft 365: Outlook, Word, and Excel
- Strong written and oral communication skills including knowledge of business English, composition, spelling, and punctuation.
- Valid Oregon driver's license
- Authorized to work in the United States

### **Other:**

- Position requires discretion and the ability to maintain confidentiality, professionalism, and harmonious relationships with the public and co-workers.
- Maintain professional and customer service relationships with the public, customers, vendors, agencies, and co-workers.
- Position requires strong organizational skills and ability to prioritize.
- Must be a self-starter and work with little direction.

The above statements are intended to describe in general nature the level of work being performed by those assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read and understand the above-described summary of duties, responsibilities, and expectations for the position of Administrative Assistant.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Port Manager

\_\_\_\_\_  
Date