



**Job Description:** Port Assistant (Public Records Officer)

**Category:** Full time

**Salary/Grade Level:** DOE

**Reports to:** Executive Director

**FLSA Status:** Hourly, Non-Exempt

**Hours of Work:** 40 hours

**Job Closes:** Until Filled

### Summary

A person who performs duties for Port tenants, guests and facility users; Assists with the Port's business and financial operations, daily cash handling, accounting, reservations, reconciliation, collections, computer system updating, call handling and assisting Executive Director, Controller and other staff are key functions of the Port Assistant.

### Major Responsibilities, Functions and Duties

1. Promote an open and friendly customer service atmosphere and a supportive team atmosphere when working with fellow employees.
2. Public Records Officer: reviews and verifies responsive records for accuracy, exemptions, and fulfillment; makes requested records available for inspection and/or copying; maintains database of all requests and documents provided.
3. Assist the Executive Director with grant writing and research.
4. Assist in collecting monies due to the Port from various sources, including moorage and lease rents, guest moorage, parking and all other marina charges.
5. Assist in managing monthly parking permits, guest moorage, and guest reservations.
6. Assist the maintenance staff at the direction of the Executive Director to maintain the Port's park grounds, restrooms, buildings, and marina facilities.
7. Assist the Executive Director with community event coordination.
8. Assist in maintenance of the Port's website.
9. Project management when assigned.
10. Respond to tenant and guest complaints or questions either directly or by conveying them to the Executive Director.
11. Assist the Executive Director in enforcing the Port's Rules and Regulations, and other tasks that may be assigned.
12. Ensure the permanent and guest docks are clean and free of obstructions.
13. Ensure the restroom and laundry facilities are kept in good working order and that these facilities are clean and up to date.
14. Maintain and improve Mike Wallace and North Beach parks as the Port's signature feature for the enjoyment of tenants, visitors, and the Kingston community.
15. Operate the office equipment such as the computer, telephones, calculators, two-way radios, fax, copier, etc.
16. After proper training, when necessary, perform refueling of vessels at fuel dock.

17. Keep the Executive Director apprised of any safety concerns. Take immediate action with regard to conditions threatening the life or safety of any person or property.
18. Assist and aid in the completion of outside projects with outdoor staff as assigned.
19. Assist with ordering necessary office supplies and cleaning supplies for restroom maintenance.
20. Assist Port Team with housekeeping of office.
21. Occasionally operate Port vehicles to run errands or purchase supplies.
22. Performs other tasks/duties as assigned by management.
23. Occasionally will be required to train other employees, inspect a slip prior to rental, work with groups and customers on the docks and on Port property.

### **Necessary Knowledge, Skills and Abilities**

- \* Current work schedule: Monday through Friday (flexible), but possible Saturday mornings during summer months.
- \* Ability to work flexible hours and at times, a six-day work week; to work under stress and with patience and tolerance as a means to maintain sufficient operational coverage.
- \* Knowledge of local community and local businesses and the ability to communicate this information to guests and visitors of the Port.
- \* Must possess excellent customer service skills.
- \* Excellent customer service/tenant relations, communications, and interpersonal skills.
- \* Proficient in the operation of computers, QuickBooks, Microsoft Office and point of sale systems.
- \* Ability to work directly with the public, providing information and assistance on a daily basis.
- \* Skill in establishing and maintaining cooperative working relationships with other employees.
- \* Must be reliable and punctual.
- \* Must be able to work well under pressure while being detail oriented.
- \* Ability to follow through and accomplish goals.
- \* Ability to independently solve problems using good judgement and creativity.

### **Minimum Qualifications (education and experience)**

- \* High School Diploma (HSD) or General Equivalency Degree (GED); and one (1) year of experience in public records or in legal field as paralegal or legal assistant; **OR**
- \* Certificate of training in public records retention and requests; **OR**
- \* Two (2) years of experience in legal field as paralegal or legal assistant, or two (2) years of experience in local government setting; **OR**
- \* Knowledge and understanding of the Public Records Act, Chapter 42.56 RCW along with any equivalent combination of experience, training and/or education; **OR**
- \* Any equivalent combination of experience, training, and/or education.
- \* Valid Washington Driver's License with an acceptable driving record.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, hear, use hands and fingers to operate, handle, or feel objects, tools, or controls. The employee is occasionally required to walk and use stairs, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include distance vision, close vision, and the ability to adjust focus.

**Acknowledgement Statement**

All employment with the Port of Kingston is “at will.” This means that the employee or the Port of Kingston may terminate employment at any time and for any reason. Management has the exclusive right to alter this job description at any time without notice. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability, nor is it intended to be an employment agreement or contract.

While this job description describes the essential functions and qualifications of the position described, it is not intended to serve as a comprehensive list of all the duties performed by all employees in this job. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-related duties.

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Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date