

Port of Kalama Job Description

Title: Recreation/Tourism Administrator
Department: Admin
Reports to: Economic Development Manager
Non-Exempt

General Position Summary:

This position provides day to day operations of the marina, all parks, interpretive center, and public access areas. Many of the functions require independent action to instigate or respond to events or obligations.

Essential Functions/Major Responsibilities:

- Marina - Responsible for the day to day operations of the marina – writing leases, working with patrons, identifying maintenance needs, recommending rate schedules, and ensuring the smooth operations of the facilities.
- Maintain Fuel Inventory
- Managing Marina Accounts in Accpac
- Manages the day-to-day administration of the Port's parks and public access areas, including but not limited to, updating use forms to reflect local laws and RCW's; updating insurance requirements as necessary and ensuring they are met by users; scheduling use of the recreational areas including all sports fields.
- Coordinates with the Maintenance Superintendent for the maintenance of the public recreation facilities. Coordination of security.
- Coordinates use of the interpretive center by outside parties; coordinates with Executive Director to update and maintain displays as needed.
- Chamber & Tourism Organizations Representative

Secondary Functions:

- Back up for administrative functions of other staff, including answering phones and covering front desk when required.
- Backup for ship traffic.
- Other duties as assigned.

Job Scope:

Performs duties independently with minimal supervision, operating from specific and definite directions and instructions. Decisions are of a routine nature made within

established authority. Mistakes/errors may result in loss of business, poor customer relations, long term financial or compliance commitments, and/or damage to the Port's image, all of which can have negative financial and political implications for the organization.

Interpersonal Contacts:

In any dealing with the public, employees shall be courteous and professional. The employee is to always present the Port and staff in a positive way to the public. Clients, consultants and other business partners of the Port are to be addressed with professionalism at all times. When dealing with disgruntled clients, extra care is to be taken to remain objective and professional.

Interactions with other Port personnel are to be courteous and respectful, regardless of position within the organization.

All documents, paper or electronic, created with Port resources or on behalf of the Port are public documents subject to disclosure requests. Care must be taken to ensure all communications are appropriate for disclosure.

All interactions involve information exchange and problem solving and are as a result of regular, on-going duties. Interaction comes in the form of face-to-face contact, phone, written and e-mail.

Specific Job Skills:

- Excellent driving skills.
- Good interpersonal, communication, customer service, and time management skills.
- Ability to read, write, speak and understand English.
- Ability to efficiently type, use word processing, spreadsheets and other PC software in the Windows environment.
- The ability to operate office equipment such as, but not limited to, PC's, printers, fax machines, copy machines, laminators, and multi-line telephone systems.
- Must possess a valid driver's license, acceptable driving record, and proof of current vehicle insurance.
- Physical ability to engage in repetitive motions of feet, to hear, to see, to move office supplies, files and equipment, to bend, to twist, and to climb stairs.
- Ability to collect data, organize information, and develop reports with minimal supervision.
- Ability to instigate and perform responsibilities associated with on-going assigned tasks with minimal supervision.

Education and/or Experience:

The position requires a minimum of two years of experience in a multi-tasking office environment with experience problem solving and supporting management. Must be self-motivated. Experience working with public and recreation is preferred.

Job Conditions:

The position is in an office environment that requires multi-tasking and interactions with the general public. Standing and sitting may be required for long periods of time. The position will also include time out in the field, in areas of uneven ground and possibly inclement conditions. Evening and weekend work hours likely will occur, need to be readily available.

Supervisory Responsibility:

The position has no supervisory functions.

Employee Name

Date

Heidi Souvenir, HR Administrator

Date