

## **PORT OF ALSEA PORT MANAGER CANDIDATE JOB DESCRIPTION**

The following skills and abilities are a summary of various functions performed by the port manager:

### **OFFICE SKILLS:**

1. Maintain all Port records, both paper and digital, in an orderly manner
2. Keep all financial records up to date in QuickBooks
3. Prepare checks and pay invoices
4. Collect payments and make bank deposits
5. Reconcile all bank and investment accounts monthly
6. Do payroll using QuickBooks
7. Use online banking services
8. Make moorage reservations
9. Sell annual launches
10. Write grants
11. Sell and ship crab measures to buyers
12. Prepare state mandated annual budget
13. Work with auditor on state mandated annual audit

### **MANAGEMENT SKILLS:**

14. Hire, fire, and supervise staff
15. Staff Board of Commissioner meetings
16. Prepare board meeting agendas, minutes, monthly financial reports, other materials for board meetings
17. Keep commissioners informed of events
18. Work with other government entities and local groups
19. Enforce Port rules and implement board policies
20. Provide a face for the Port to the public

### **MAINTENANCE SKILLS:**

21. Work with Dock of the Bay manager and commissioners on winter projects
22. Take rental boats in and out of the water as needed
23. Help with winter maintenance including annual maintenance of rental boats

The port manager's overall responsibility is to make sure the Port runs smoothly and that paperwork and maintenance are managed well. The topics above are some of the skills that the port manager needs, but they are not exhaustive. The port manager must be prepared to do whatever needs to be done for the effective operation of the Port.