

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

Initial salary would be approximately \$40,000 - \$45,000, based upon a 24-hour work week. Salary would increase if hours worked were also required to increase.

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.