



CITY OF PORT LAVACA

JOB TITLE: Executive Assistant to Harbor Master
DEPARTMENT: Port Commission Operations
JOB CODE: 5210a

PAY GRADE: 36

JOB DEFINITION:

Under basic supervision, performs a variety of highly responsible administrative, technical support, and customer service duties for the Port Commission and Harbor Master. Provides technical and administrative support related to a variety of Administrative functions.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs technical support functions for Harbor Master, requiring understanding of municipal government operations, open meeting procedures, and City services and priorities; maintains information confidentiality, and performs duties with discretion and within scope of authority.
- Manages special assignments related to the Ports & Harbors fund, requiring knowledge of City policies and procedures.
- Maintains and updates a variety of computer databases and files; enters, edits, and retrieves data, and prepares reports.
- Gathers and assembles information and materials for special projects related to Ports & Harbors fund.
- Processes a variety of administrative forms, maintains City records and information tracking systems; prepares and updates records, forms, and reports; prepares complex correspondence, reports and administrative documents related to Port Commission leases, Tariffs, etc.
- Attends City Port Commission meetings; prepares information packets; takes and distributes meeting minutes.
- Provides administrative support to the Port Commission and Harbor Master.
- Assists with the annual budget process.
- Updates information on the City's web site.
- Explains City rules, policies, and procedures; provides customer services, and retrieves and releases information according to procedures.
- Arranges and schedules appointments and meetings; opens and distributes mail; makes travel arrangements; processes registrations.
- Screens visitors and phone callers; resolves issues and complaints as appropriate.
- Orders and distributes supplies and processes invoices.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- City organization, operation, policies, and procedures.
- Municipal government executive functions, political environments, and confidentiality standards.
- Basic standards for business correspondence, writing, spelling, and grammar.
- Principles of record keeping, accounting, and records management.
- Customer service standards and protocols.

Skill in:

- Working independently, maintaining composure and discretion, and working effectively in a high-pressure environment with changing priorities.
- Prioritizing and completing assignments with minimum supervision.
- Compiling data, and preparing reports, technical documents, and correspondence.
- Planning, organizing, and managing administrative services.
- Maintaining accurate records, and entering information into a computer system with speed and accuracy.
- Dealing tactfully and courteously with the general public and others seeking information about City functions and activities.
- Establishing and maintaining cooperative working relationships with co-workers.
- Using a personal computer and basic software applications.
- Communicating effectively verbally and in writing,

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent; AND four years of customer service, accounting, and computer experience, including executive support in a public sector environment; OR an equivalent combination of education, training and experience.

- State of Texas driver's license may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.