
CITY OF PORT LAVACA

COUNCIL MEETING: SEPTEMBER 9, 2024

AGENDA ITEM __

DATE: 09.04.2024

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: JODY WEAVER, INTERIM CITY MANAGER

SUBJECT: PROPOSED JOB DESCRIPTION FOR NEW POSITION OF EXECUTIVE ASSISTANT TO HARBOR MASTER

BACKGROUND:

As discussed at the recent Budget Workshop, we are proposing to ADD the position of “Executive Assistant to the Harbor Master”. A copy of the proposed job description is attached.

The addition of this position will allow Rachel to concentrate on her duties as the HR Coordinator as well as function as the Executive Assistant to the City Manager as needed.

This position, will function as the secretary for the Port Commission, setting up and attending all meetings, taking minutes, prepare minutes for approval, keeping up with all lease and other payments owed to the City from Ports & Harbors properties, applying Municipal Cost Index and other utility increases when due per the various leases. This position will function as the assistant to the Harbor Master, operating in a mostly office environment, assisting with purchasing and procurement, preparing draft lease documents, correspondence, record keeping and filing and organizing historical records of the Port Commission.

We are proposing this position with a pay grade of 36 (\$38,121.55 min / \$44,792.82 min. / \$51,464.09). Other positions in this grade are Administrative Assistant, Code Enforcement Officer, Records Clerk, Utilities Operator.

We had originally discussed officing this position with Jim at Nautical Landings, however we recently realized that his office is not ADA accessible and part of the job functions of this position is to meet with and assist the public with questions and help boat owners and others in filling out their lease agreements, etc. This needs to occur in a location that is fully accessible to the public. In addition, the Harbor Master and the assistant need to be able to easily work and communicate together. So, we are proposing to office this position and the Harbor Master into the area across the hall from the City Secretary (where the permit clerk and code enforcement officer used to sit) and room will be created for them in the north end remodel project. For the time being, the office at Nautical Landings will remain a field office for storage of materials, etc. for Jim.

RECOMMENDATIONS:

- 1) Approve the addition of one new position being “Executive Assistant to the Harbor Master” with the job description as presented.

ATTACHED: Job description of “Executive Assistant to the Harbor Master”



CITY OF PORT LAYACA

JOB TITLE: Executive Assistant to Harbor Master
DEPARTMENT: Ports & Harbors
JOB CODE: 1210

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 properties, 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 Harbor Master with the annual budget process, purchasing, and procurement.
- 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.