

**PORT OF BREMERTON**  
**POSITION OR JOB DESCRIPTION**  
**JOB TITLE: Marina Office Assistant**

I. **INTRODUCTION:**

This position performs general office duties as well as outdoor duties on the marina floats and at the fuel dock. The position maintains a friendly and professional relationship with customers and business contacts of the Port of Bremerton.

The position is located at the Port of Bremerton, Bremerton and Port Orchard Marina offices, and on occasion, may be temporarily assigned to the Port administrative office.

II. **POSITION CONTROL:**

This position reports directly to the Marina Operations Manager assigned to oversee marina office assistant staff and under the general supervision of the Director of Marine Facilities.

III. **DUTIES AND RESPONSIBILITIES:**

1. Performs front desk office duties to include:
  - a. Meet and greet the public
  - b. Answer telephones
  - c. Direct calls and/or visitors to respective party
  - d. Registration of guest boaters
  - e. Post tenant payments on account
2. Performs outdoor duties to include:
  - a. Fuel dock sales and customer service
  - b. Daily boat checks on the marina floats
  - c. Electric meter reads on the marina floats
  - d. Line handling assistance for boaters on the marina floats
3. The incumbent must be polite, courteous and have the ability to work well with supervisors, coworkers and the public in a variety of circumstances.
4. Reconcile cash drawer and assemble daily accounting records.
  - a. Requires accuracy in counting cash and operating a 10-key adding machine
5. Maintain and regularly update tenant files and spreadsheets.
6. Prepare a variety of standard form letters.
7. Type and proofread correspondence and documents using standard office machines as required such as computer, calculator, photo copier, fax machine, etc. Make and distribute copies of correspondence and other documents.
8. Prepare correspondence for mailing: verify postage, copy as needed, confirm appropriate mailing labels, etc.
9. Maintain various facility and tenant keys and associated records.
10. Light janitorial duties around the office including vacuuming, dusting and organizing storage rooms.

### **ESSENTIAL FUNCTIONS:**

To perform this job successfully, an individual must meet the qualifications and be able to perform all of the duties described in the “Duties and Responsibilities” and the “Qualifications” sections of the job description. All of the qualifications and duties and responsibilities are considered essential functions of this job. The identified essential functions are representative of the minimum levels of knowledge, skill, experience, and/or ability required. Some requirements may be modified to accommodate individuals with disabilities.

### **PHYSICAL REQUIREMENTS:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some requirements may be modified to accommodate individuals with disabilities.

- While performing the duties of this job, the employee is required to sit 2-3 hours at a time (at least 75% of the job is sitting); use the hands to handle, finger, or feel objects, tools or controls.
- Successful performance requires specific vision abilities that include close vision and the ability to adjust focus.
- This position requires the ability to work at a high level of concentration in a fast-paced, often stressful environment.
- This position requires walking, bending, stooping and occasionally lifting loads up to approximately 25 pounds; may require lifting overhead using a step stool.

### **EDUCATION/EXPERIENCE:**

This position requires a high school diploma or G.E. D. and experience in handling money, general clerical, computer and customer service skills. Marina operations experience and completion of course work is desirable.

### **JOB QUALIFICATIONS/REQUIREMENTS:**

- A general knowledge of the functions and procedures of office operations asks.
- Superior customer service skills.
- Ability to verbally communicate effectively, including good listening skills. Strong background in telephone technique is required.
- Good grammar and proofreading skills and knowledge of correct business correspondence format is required.
- Ability to operate a commercial point-of-sale system to process customer charges/payments.
- Ability to count money accurately; give change, process checks, credit cards, money orders and travelers checks.
- Ability to establish and maintain varied filing and record keeping systems, including electronic systems.
- Ability to organize, prioritize and independently perform work assignments.
- Ability to multi-task in a fast paced sometimes hectic environment
- Ability to operate standard office equipment such as computer, calculator, photocopier, and fax machine.

- Experience with various computer applications is required, including a general understanding of Microsoft Office Suite, including Word, Excel, and Outlook.

**IMPORTANT DISCLAIMER NOTICE:**

The job duties and responsibilities, skills, functions, experience, educational requirements and the requirements listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as a circumstance or condition of its business, competitive considerations, or work environment change.

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Cary Bozeman  
Chief Executive Officer  
March 1, 2010