



Position Title:	Administrative and Executive Assistant		
Department:	Administration	FLSA:	Non-Exempt
Immediate Supervisor (Title):	General Manager	Salary Range:	
Positions Supervised by this Position (Titles):			

POSITION OBJECTIVES:

To provide administrative and clerical assistance to the General Manager, the Board of Commissioners, and other departments as needed, relating to day-to-day Port operations. Plan, coordinate, and direct special Port functions and activities; establish effective working relationships with employees, Port Commission and staff, various government representatives, and the general public.

The Administrative Assistant must have the ability to exercise judgement in evaluating situations and making decisions at a level determined by the General Manager; utilize problem solving skills; understand directions; apply interpersonal skills; and use discretion.

ESSENTIAL JOB FUNCTIONS:

Meeting Preparation, Coordination, and Participation (30% of Time)

- Draft Agenda, proof and gather documents.
- Prepare, distribute and post meeting materials and packets.
- Take notes and prepare minutes, action items memo, and update the Commission actions report.
- Take an audio recording of the meeting, edit and format, and post online.
- Save a copy of the meeting packet and minutes in paper form for permanent retention.
- Attend regular board and committee meetings, and special local functions for the organizations as designated by the General Manager.
- Coordinate other committee meetings as assigned relating to special or mixed-use projects that occur on Port property, including meeting notices, minutes, follow up and provide information as required.

Records Officer (15% of Time)

- Establish a records management process that allows for ease of current and future access, provides for orderly retention and disposition of public records, and ensures preservation of public records of value. Maintains a records index.
- Maintain comprehensive general files and records as directed.
- Plan, organize, oversee and train staff on records management, retention and disposition.
- Organize and coordinate with the Secretary of State’s rules for public records and serve as primary liaison with that agency.
- Attend training to stay abreast with Public Record’s guidelines.
- Make initial response to Public Records Requests and route to the appropriate department; follow up on status of records requests, maintain public request records.

File Management (15% of Time)

- Assist the General Manager, Director of Finance and Director of Operations in maintaining all necessary permanent files and working files including permits, leases, resolutions, ordinances, and other supporting documentation as directed.
- Assist General Manager in maintaining, interpreting and developing revisions/modifications to Port policies and procedures as assigned.
- Assist in the management of records and filing for required permits.
- Assist with federal, state, regional and local agencies as it pertains to Port administration, operations, and special projects, i.e., in-water construction/dredging permits, local land-use permits.

Manage Social Media (10% of Time)

- Organize the website menus and information; gather data, files, documents and images for use on the website; and maintain the Port of Newport website, including posting updated documents for meetings, rates, policies, and forms.
- Coordinate with Port communications consultant or assist the General Manager as needed in writing, editing, and publishing Port's newsletter to be distributed according to established mailing list and published on website.
- Assist in maintaining Port's presence on approved social media websites.

General Administrative Support (20% of Time)

- Create forms and policies to improve policies and procedures.
- Primary responsibility for answering the phone, providing general information about the Port and specific information as applies, direct calls to appropriate parties and take messages
- Primary responsibility for opening the mail, stamping date received, stamping checks, and distributing mail to the appropriate party
- Provide administrative support for the recruiting process.
- Perform clerical duties as required, including drafting, formatting and typing of reports and other information, filing, and answering phone.
- Assist General Manager in maintaining, interpreting, and developing revisions/modifications to Port policies and procedures as assigned.
- Provide information as requested and as it applies to projects being considered for budget development.
- Maintain up-to-date files on Port-owned property, real and principal assets, including monitoring general port lease terms, i.e., liability insurance, expiration dates, etc. Inventory shall be based on information provided by employees and others.
- Maintain files on confidential correspondence of the Port.
- Assist in the personnel recruitment as needed.
- Maintain a general knowledge of Port business plans and conditions, assets, governmental relationships, and political and public policy issues.

REQUIRED QUALIFICATIONS:

Some higher education or vocational training specializing in business administration, economic development or in the marketing fields with some supervisory training.

Five-to-eight years of previous business administration or any equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the essential functions herein described.

Requires training, experience and proficiency in general office clerical procedures, as well as computer application for Microsoft Windows, PowerPoint, Word and Excel, along with database application programs.

Must be in a physical condition compatible with job requirements, with reasonable accommodation.

PREFERRED QUALIFICATIONS:

Event and meeting planning experience. Previous “port” business administration experience desired.

SPECIAL REQUIREMENTS OR LICENSES:

Must be at least 21 years of age and possess a driver’s license accepted by the State of Oregon upon hire and must be insurable by Ports insurance provider.

WORKING CONDITIONS:

Work is primarily conducted in an indoor office setting; the noise level is typical of most office environments where telephones, personal interruptions, and background noise are frequent with only some (20-40%) occasional hazards or obstacles. There is a moderately low level of personal risk encountered while performing assigned work. Job conditions are occasionally uncomfortable relative to noise, temperature, inside/outside work, dirty conditions, or interactions with angry or hostile individuals, exposure to contagious disease, etc.

Positions at this level require some (20-40%) physical efforts or manual labor such as lifting, carrying or constant movement and is often required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. This rating also includes job situations where speed, agility and hand eye coordination and equipment operation is a continual requirement.

The position requires mobility, including moving materials weighing up to ten (10) pounds on a regular basis and infrequently moving materials which may weigh up to twenty-five (25) pounds. Manual dexterity and coordination are required for a limited amount of the work period for the operation of equipment such as computers and other standard office equipment.

Attendance at various meetings may require work after normal business hours and moderate travel.

COMMUNICATIONS:

This position has substantial (60-80%) responsibility for interaction with external contacts, generally at higher levels. Contacts may be within the organization structure, with organization residents, or with other organizations. Positions at this level have frequent responsibility for interaction and communication with a broad range of people and collaboration and cooperation must be established to accomplish assigned tasks. Adverse consequence to the organization could be significant if interactions are not handled well. Employees regularly interact in with individuals and in group meetings.

Contacts frequently contain confidential/sensitive information necessitating discretion at all times.

SUPERVISORY RESPONSIBILITIES:

This position is responsible for daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is usually limited in time and to only a few individuals. This position is not responsible for hiring, firing, disciplinary actions, etc.

SUPERVISION RECEIVED:

This position is expected to handle regularly assigned work which includes making decisions and taking action under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. Situations periodically call for the exercise of limited discretion, latitude, or negotiation within loosely established guidelines for decision-making, however, assistance or resources are readily available.

SIGNATURES:

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

_____ Employee Name	_____ Employee Signature	_____ Date
_____ Supervisor Name	_____ Supervisor Signature	_____ Date

The Port of Newport is a diverse organization that provides equal opportunity in employment and in its programs and activities. It is the policy of the Port of Newport that no discrimination or harassment will occur in its employment practices or in any of its educational programs or activities based upon race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws.

The Port of Newport also prohibits retaliation against an individual for engaging in activities protected under this policy and interfering with the rights and privileges granted under anti-discrimination laws.

Individuals with questions about equal opportunity and non-discrimination should contact the Human Resources for the Port of Newport, at 541-265-7758.