

City of Warrenton Marina Office Assistant

Salary Range 17: \$3,505.49 – 4,260.95 monthly. An AFSCME union position with excellent benefits including PERS/OPSRP, Medical, Life and AD&D insurance, paid vacation, holidays and sick leave. City pays employee portion of PERS/OPSRP.

Minimum Qualifications: The ability to perform a variety of tasks involved in the office procedures and operation of the City's Marinas. A Valid Oregon Driver's License, HS diploma or equivalent, pre-employment background check, physical and drug test.

POSITION: Under the supervision of the Harbormaster, this position is responsible for direct contact with the public in daily operation of the City's Marina facilities. This full-time, hourly position is responsible for the leasing, collection of fees, general clerical and customer service duties as necessary.

ESSENTIAL DUTIES & RESPONSIBILITIES: Range from collecting fees for berth, producing computer reports, prepare routine correspondences, electrical meter reading, Restroom cleaning, as assigned. Secretarial duties for the Marina Advisory Board. Applicant must have the ability to enforce regulations of the City of Warrenton Marinas while providing excellent customer service. Weekend work and stand-by time are required with the possibility of overtime.

PREFERENCE: Preference will be given to those with secretarial experience.

Resume and application are required.

Application packets are available at warrentonoregon.us/jobs or at the Marina Office, 501 NE Harbor Place Warrenton OR, 97146. Marina office can also be contacted at (503) 861-3822 or jmcdonald@warrentonoregon.us

Open until filled, first review June 21st, 2024



City of Warrenton

Position Description

Position: Marina Office Assistant		
Department/Site: Marinas	FLSA: Non-Exempt	
Evaluated by: Harbormaster	Salary Grade: 17	

Summary

Under the direct supervision of the Harbormaster, this position is responsible for direct contact with the public in daily operation of the City's Marina facilities. This full-time, hourly position is responsible for the leasing, collection of fees, general clerical and customer service duties as necessary.

Essential Duties and Responsibilities

- Enters into computer all moorage rentals, electrical charges, hoist, storage fees, and all other charges for services in Warrenton and Hammond Marinas.
- Assigns moorage slips for customers, as directed by the Harbormaster.
- Produces computer reports and monthly billings, reconciles monthly reports with City Hall.
- Prepares routine correspondence, types letters, reports, research projects, memos, statistical information. Reviews work for readability and accuracy.
- Initiates and maintains marina files and records including annual moorage agreements, insurance, and registration.
- Assists in preparing annual reports and statistics for state reporting.
- Assists with permit requirements for maintaining the marina.
- Serves as Secretary of the Marina Advisory Board. Prepares agendas, minutes, and attends meetings. Assists with virtual component of meeting.
- Collects fees, receives payments made in person or from fee boxes. Make change for customers, Run daily total of money received and balances receipts.
- Provides customer service at the Marina office: checks out shower keys, assigns slips to guests, answers phone, and provides information for the marina.
- Walks docks and checks facilities for damage/problem areas and reports these problems to Harbormaster. Also checks moorings and monitors boats in slips and electrical usage.
- Mans the marina launches, fee collection, and annual launch pass sales. Directs boaters to pay stations and parking locations.
- As time and workload permits, assists with cleaning and sanitizing the marina facilities including restrooms, showers, and fish cleaning stations. Keep facilities stocked with soap, toilet paper, and toilet seat covers.

- Maintains office and other supplies, notifies Harbormaster of reordering needs and helps prepare purchase requisitions.
- As time and workload permits, may occasionally assist with light duty projects in marina landscaping and maintenance, as needed and determined by the harbormaster.
- As needed, plan and organize Warrenton Fisherman & Farmers Market under direct supervision of the Harbormaster.
- Assists with Marina social media page.
- Assists with grant writing.

Other Duties

Performs other duties as assigned of a similar nature.

Minimum Qualifications

High school graduate or GED equivalency. At least two years' experience in Microsoft Office Suite including Excel, Word, and PowerPoint. Ability to use a ten key calculator, spread sheets, and office equipment. Experience in basic accounting and math.

Licenses, Certificates, and other Requirements:

Some experience in the operation of a marina facility and in dock and boat operations, customer service, and office procedures.

Desirable Qualifications:

- Associates degree with coursework in business or Marina.

Physical and Mental Demands:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions.

While performing the duties of this job, the employee is required to stand, walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 40 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity, Employer



Applicant Information

Full Name: _____ Date: _____

Last _____ *First* _____ *M.I.* _____

Address: _____

Street Address _____ *Apartment/Unit #* _____

City _____ *State* _____ *ZIP Code* _____

Mailing Address:

Address _____ *Apartment/Unit #* _____

City _____ *State* _____ *ZIP Code* _____

Phone: () _____ Alternate Phone: () _____

Email Address: _____ Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been a City of Warrenton employee? YES NO If yes, when? _____

Are you now a City of Warrenton employee? YES NO Dept. _____

Do you have relatives employed by the City of Warrenton? YES NO If yes, indicate name, relationship, dept. _____

Do you possess a valid driver's license Class: YES NO State: _____

Endorsement: _____

(A valid driver's license is required only when stated on the job announcement.)

Office Skills

Typing Speed (wpm) : _____ Can you operate a computer? Yes _____ No _____

Do you speak a language other than English? YES NO If so, what language? _____

Computer Operation

Describe your computer operation skills, including programs used: _____

Equipment Operation

Describe your equipment operation skills related to the job for which you are applying: _____



Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

High School Equivalency? YES NO School: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



Employment History continued

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) - I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And receiving a nonservice –connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____

This form and supporting documentation must be received City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.

(503) 861-0823 or cityrecorder@ci.warrenton.or.us