

ARANSAS COUNTY NAVIGATION DISTRICT HARBOR OPERATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, the **Harbor Department Administrator** directs, supervises, and coordinates the administrative activities and operations of the Aransas County Navigation District's Harbor Department through a computer database. Responsibilities include ensuring safety, cleanliness, and a positive experience for marina tenants, while collaborating with the Maintenance Superintendent to manage Harbor Department staff.

The position performs a wide range of complex, responsible, and specialized administrative and program support functions requiring independent judgment and initiative. Duties include advanced clerical work, accounting, and financial recordkeeping and reporting in support of assigned systems, functions, or program areas.

The Administrator also provides information and assistance to Navigation District staff and the general public regarding Harbor Department programs, policies, and procedures, and assists the Executive Director with various administrative tasks, special projects, and operational needs as assigned.

REPRESENTATIVE DUTIES

Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a full range of varied complex, highly responsible office administrative, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of Harbor department with only occasional instruction or assistance, exercising judgment and initiative. Carries out accounting and financial record keeping and reporting duties in support of assigned accounting system, function, or program area.
2. Directs and coordinates administrative activities of everyday operations of Harbor department including booking reservations, scheduling and contracting of boat slips in three marinas utilizing an .
3. Plan and organize work activities; recommend improvements in workflow, procedures, and use of equipment and forms; implement improvements as approved; develop and revise office forms and report formats as required; organize and maintain filing systems.
4. Draft and/or type, word process, format, edit, revise, and print a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, ordinances, resolutions, technical and statistical charts and tables, and other specialized and technical materials from rough drafts, dictation, modified standard formats, and brief verbal instructions.
5. Proofread, verify, and review materials, applications, records, and reports for accuracy, completeness, and conformance with established standards, regulations, policies, and procedures; ensure materials, reports, and packets for signature are accurate and complete.
6. Maintain accurate and up-to-date office files, records, and logs for assigned areas; develop, prepare, and monitor various logs, accounts, and files for current and accurate information

**ARANSAS COUNTY NAVIGATION DISTRICT
HARBOR OPERATIONS (CONTINUED)**

2

including manual and computer logs and other specialized or technical documents processed.

7. Compile, prepare, and enter data into a computer from various sources including accounting, statistical, and related documents; create and maintain computer-based tracking information and reports including assigned databases, records, and lists; create standard statistical spreadsheets; input corrections and updates; assist in the compilation of reports.
8. Collects revenue by reminding of delinquent accounts and notifying customers of insufficient payments.
9. Attend a variety of office administrative details such as ordering supplies, arranging equipment repair, transmitting information, and keeping reference materials up to date; organize and maintain office and specialized files in accordance with the Aransas County Navigation District's records management program.
10. Operate a variety of office equipment including a computer, copier, and adding machine.
11. Utilize various contemporary computer applications and software packages; develop, enter data, maintain, and generate reports from a database or network system; design, maintain, and utilize data to develop reports using spreadsheet software; create, format, and revise charts, graphs, flowcharts, worksheets, booklets, brochures, and forms using word processing software.
12. May supervise or evaluate the work of lower-level clerical staff, review work for accuracy and completeness.
13. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Organization, operation, functions, and services of the Aransas County Navigation District and of outside agencies as necessary to assume assigned responsibilities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles and practices of sound business communication.
- Principles of business letter writing and report preparation.
- Records management principles and procedures including record keeping and filing principles and practices.
- Basic principles and practices of office administration.
- Basic principles and practices of supervision and training.
- Basic accounting and bookkeeping principles and practices.
- Basic principles and practices of budget preparation and administration.
- Mathematical principles.
- English usage, spelling, grammar, and punctuation.

**ARANSAS COUNTY NAVIGATION DISTRICT
HARBOR OPERATIONS (CONTINUED)**

3

- Customer service and public relations methods and techniques.
- Methods and techniques of proper phone etiquette.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Perform a full range of varied complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of assigned programs, division, and/or department with only occasional instruction or assistance.
- Understand the organization and operation of the Aransas County Navigation District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Enter data accurately with typing proficiency.
- Participate in researching, compiling, analyzing, and interpreting data to include in reports.
- Participate in the preparation of a variety of administrative and financial reports.
- Establish, organize, and maintain a variety of specialized files and records.
- Independently prepare correspondence and memoranda.
- Perform mathematical calculations.
- Plan and organize work to meet changing priorities and deadlines.
- Provide lead supervision and training to assigned staff.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Understand and carry out oral and written directions.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Utilize public relations techniques in responding to inquiries and complaints.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade Additional specialized or college level course work in business administration, office management, or a related field is highly desirable.

Experience:

Two years of office administrative support experience. Experience in marina or lease

**ARANSAS COUNTY NAVIGATION DISTRICT
HARBOR OPERATIONS (CONTINUED)**

4

administration is desirable but not required.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with extensive public contact and frequent interruptions. Walking on and around uneven surfaces such as piers will be required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

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Other duties <u>not described</u> may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.
