



Position Title: Executive Assistant  
Classification: Full-Time, Non-Exempt  
Salary Range: \$17.25/hr - \$24.48/hr

### **General Statement of Duties**

The Executive Assistant performs a variety of complex and confidential administrative work to support the functions of the Executive Director and Port Commissioners. The work involves use of independent judgment, discretion and initiative within the scope of duties, and it requires the polished communication skills necessary to deal with a variety of routine and non-routine situations in representing the Executive Director and the Port of The Dalles. This position accomplishes time sensitive Port objectives with minimal supervision. The Executive Assistant position requires an ability to promote a positive Port image on and off the job.

### **Supervision Received**

This position is supervised by the Executive Director.

### **Supervision Exercised**

This position acts for the Executive Director in the manager's behalf when requested.

### **Decision Making Authority**

Decision making authority is exercised at the Executive Director's discretion and is dependent upon the Executive Assistant's experience and employment status.

### **Examples of Work**

This position provides administrative support in a local government special district. Acts as the Executive Director's support staff, and represents the Port when requested. Manages the Port office in compliance with the Governmental Accounting Standards Board, Oregon Revised Statutes, Oregon Administrative Rules, Office of Attorney General, Oregon Secretary of State Records Management, and Department of Revenue's Local Budgeting in Oregon. The Executive Assistant position requires an ability to maintain confidentiality and promote a positive Port image both on and off the job.

### **Essential Duties and Responsibilities**

- Handles all day to day office duties.

- Manages public records and responds to Public Records Request in compliance with State and federal records management and request regulations.
- Supports the Executive Director and Port with grant writing and administration in compliance with Port objectives.
- Composes documents, correspondence, agendas, minutes, bulletins, reports, etc., for the purpose of communicating information to the Port Commission, the public, state officials, etc.
- Composes confidential information regarding property negotiations, legal actions, and Board directives.
- Prepares written materials, brochures, newsletters, etc., for the purpose of conveying information regarding the Port.
- Maintains confidentiality when working with private material.
- Updates and maintains Port webpage and social media.
- Acts as secretary to the Port Commissioners; prepares Board meeting agenda and attachments; ensures meeting rooms are organized, attends Board meetings, executive sessions and other meetings; takes and prepares minutes of the meetings.
- Attendance at evening Port meetings is in addition to a 40-hour-week.
- Causes all notices and resolutions to be prepared.

### **Secondary Duties and Responsibilities**

- Provides exceptional customer service to the Executive Director, Port Commissioners, staff, tenants, public, and community partners. Regularly explains marina and guest moorage policies, interacts with cruise ship lines, and attends local meetings as the Port representative.
- Provides the Executive Director support managing operational emergencies.
- Promotes a positive Port image within the community.
- Works with a wide variety of public, private, and governmental entities promoting local business climate, economic development, tourism, and the like.
- Archives Commission minutes and other documents.
- Writes and manages grants related to Port and Marina operations.
- Money handling.
- All other duties as assigned.

### **Knowledge, Skills and Abilities**

- Ability to perform assigned duties with limited direct oversight. End results determine effectiveness of job performance.
- Strong organizational skills

- Agile and able to balance port demands to meet changing priorities in a fast paced business environment.
- Excellent interpersonal and communication skills.
- Interest in and ability to learn quickly about a wide range of topics.
- Proficiency in business English in both written and verbal form, use correct spelling, grammar and punctuation.
- Working knowledge of computers, both hardware and software. Ability to work independently on computer applications with a minimum of supervision/training including social media and website updates.
- Ability to prioritize tasks/responsibilities and complete duties/project as assigned.
- Demonstrates and models positive attitude, cheerfulness, initiative, patience, enthusiasm, and problem solving skills.
- Ability to pay acute attention to details while multitasking.

#### **Required and Preferred Qualifications**

- Any combination of education, experience and training that demonstrates the ability to perform the duties of the position is qualifying.
- Appointees will be subject to completion of a standard probationary period.

##### **Required:**

- Must possess a valid driver's license and reliable personal vehicle for vehicle travel both locally and regionally in order to attend required meetings and/or trainings.
- Must pass criminal history check. **An applicant who has been selected for the position, who does not pass criminal background screening will be terminated.**

##### **Desired:**

- Bachelor's degree in field appropriate to the work.
- Economic development experience.
- Experience with the MacOS environment.
- Experience with Wordpress.
- Advanced presentation and spreadsheet skills.

#### **Essential Physical Abilities and Working Conditions**

- Work is typically performed in an office environment but on occasion incumbent will be visiting construction sites, working outside, and inspecting the marina and launch ramp docks.
- Work schedule is typically Monday through Friday from 8:30 am to 5:00 pm



- Position will demand, on occasion, longer working days and overtime. This may include weekends, holidays, and/or evenings.
- Physical demands are moderate, consisting primarily of sitting, standing, walking, climbing stairs, lifting, and carrying moderately heavy boxes and/or utilizing a hand dolly to lift and transport materials and supplies weighing up to 50 pounds.
- Ability to walk 0.25 miles, traverse uneven surfaces, walk up and down stairs and ramps while carrying items, work outside, kneel, reach, bend or squat while in the office or in the community.
- Able to see and hear in the normal range with or without correction, and communicate verbally and in written form.
- While performing the essential duties of this position, the employee is regularly required to use office automation including computer and phone system that requires fine manipulation, grasping, typing and reaching. The employee may be required to sit or stand for several hours at a time, depending on environment and need.