

CITY OF UNALASKA

Position Description

Job Class: <b>Union</b>	Job Title: <b>Port Billing and Scheduling Clerk</b>
Supervisor: <b>Port Director</b>	Department: <b>Ports and Harbors</b>
Wage Grade: <b>8</b>	Full Time/Part Time: <b>Full-Time</b>
Probationary Period: <b>6 Months</b>	Union: <b>ILWU Local 223 unit 201</b>
DEPARTMENT REVIEW	
Submitted By:	
Reviewed By: <i>Alvin D. Osterband</i>	
HR Approval: <i>Kelly Stiles</i>	

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

**SELECTION GUIDELINES:**

**Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening, and reference/background check.**

**The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

**This job description outlines the general requirements and duties of an exempt or professional level position with the City of Unalaska. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

When was the last time this position description was updated? Date: **New**

What is the overall purpose and objective of this position (why does this position exist)?  
**This position provides administrative support in the areas of billing of and**

**scheduling of vessel assignments and cargo placement for the Unalaska Marine Center Facility. Supports the Director of Ports and Harbors.**

Explain the level of supervision received: **Receives direct supervision from the Director of Ports and Harbors.**

Explain the level of supervision this position exercises: **None**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

- 1. This position prepares source documentation for the departmental billing process; monitors and is responsible for the accuracy of the process.**
- 2. Prepares vessel, airport tenant and land use billing. Manage port/airport department records and handles retention program, including maintenance of port/airport department original documents.**
- 3. Coordinate the purchase and payments of supplies.**
- 4. Receipt payments and prepares deposit worksheets for the Department of Finance.**
- 5. Coordinate vessel berthing assignments for the UMC and associated dock facilities. Schedules and prioritizes berthing and placement in accordance with customer requirement, seasonal needs, preferential use agreements, Port tariffs, UMC operating plan, Title 18 and other related documents to ensure best efficiency for use of Port facilities.**
- 6. Reconciles discrepancies and troubleshoots to resolve and/or avoid operational conflicts with contractual, preferential and general users of the UMC.**
- 7. Respond to requests for information from the public, consultants and representatives from the Maritime, State, Local, and Federal agencies**
- 8. Coordinate travel arrangements, including travel requests and per diem; coordinate any advertisement on behalf of the Port department; maintain department calendar; prepare Monthly and Annual Reports; check time sheets for accuracy; order supplies.**
- 9. Serves as receptionist and provides a full range of Administrative and Accounting support for the Department of Ports & Harbors such as: answering telephone calls, taking messages, monitor and answer VHF radio, data processing, filing, record keeping, assisting employees, vendors, various agencies, and the public.**
- 10. Other related duties and special projects as assigned.**

Does this position have access to confidential information? Yes   X   No        If yes, please provide detail. **Some confidential information pertaining to Federal, State and Local law enforcement agencies, such as United States Coast Guard**

**and Alaska State Troopers to assist in location of, or Search & Rescue of vehicles, and Unalaska Department of Public Safety.**

Does this position have access to or handle City funds? Yes  No  If yes, please provide detail. **This position balances cash and provides report to the City Finance Department for all funds collected by the Port Department. Has indirect access of City funds through Payment Authorizations and Purchase Orders; access to City funds through the use of LPO's or MRO's. Maintains and manages a petty cash fund.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes  No  If yes, please explain. **Position has contact with vendors, various governmental agencies, department employees, other City departments and general public. Prepares documents, letters, fliers, billings, brochures and media releases, etc. Must be able to communicate well verbally and in writing.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- **High school diploma or GED.**
- **Two years of office experience in bookkeeping or accounting.**
- **Successfully passing two sequential college level accounting classes.**
- **Other combinations of education or experience that could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.**
- **Valid Alaska Drivers License or ability to obtain on within 30 days of employment and prior to operating any City vehicle.**

What are the preferred qualifications for this position?

- **Working knowledge of the fishing seasons and industry.**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- **Ability to establish and maintain productive working relationships with City of Unalaska elected and appointed officials and staff, the public, vendors and agencies.**
- **Ability to maintain professionalism under pressure, to manage simultaneous tasks and projects, able to meet multiple deadlines and have an affinity for strong attention to detail and accuracy.**
- **Working knowledge of bookkeeping, terminology and practices, office procedures, general record keeping and filing systems.**
- **Ability to learn, interpret and apply fee schedule and tariff.**
- **Ability to learn about basic maritime and airport operations.**
- **Strong problem solving skills.**

- **Ability to learn governmental procedures at all levels.**
- **Must have excellent writing skills and the ability to follow complex written and oral instructions.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- **Knowledge of computers and data entry.**
- **Knowledge of office practices, procedures, and general office equipment.**
- **Must be proficient in a Windows Environment, including word processing, spreadsheets, and database software.**
- **Familiarity with multi-line phone system.**
- **Must be familiar with radio communications, procedures and protocols and able to communicate via VHF radio.**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	<input checked="" type="checkbox"/>	Bilingual	<input type="checkbox"/>
Analytical Ability	<input checked="" type="checkbox"/>	Interpersonal Skills	<input checked="" type="checkbox"/>
Communication Skills	<input checked="" type="checkbox"/>	Dexterity	<input checked="" type="checkbox"/>

Describe the requirements of this position which make these factors important: **Knowledge of basic, marine industry principles, proven ability to exercise diplomacy, common sense and good judgment in situations that can be volatile. The ability to research information, analyze data and situations, and creatively solve problems. Teamwork and customer service orientation. Negotiation, persuasion, presentation and well-developed oral and written communication skills. Problem solving especially important when scheduling large ships on an overused facility. Able to analyze and solve book keeping and billing problems.**

### LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **A valid Alaska Drivers License or ability to obtain one within 30 days of employment and prior to operating any City vehicle. Position is subject to successful completion of pre-employment drug testing. Application and successful completion of a background check to obtain a Transportation Workers Identification Card (TWIC).**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment.**

## WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted (i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes  X  No   If yes, please explain: **Working conditions are consistent with a normal office environment. Occasional emergency or non-traditional work hours may be necessary to meet the needs of the department. May periodically monitor and supervise dock site operations, sometimes in inclement weather. On occasion, position will do daily mail run, at times driving in inclement weather and less than perfect road conditions.**

### ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply. Describe job responsibilities which require physical demands checked.

1. Strength			
a. Standing	<b>X</b>	<b>20%</b> of time	making copies, sending faxes, mailing
Walking	<b>X</b>	<b>15%</b> of time	making copies, sending faxes, mailing
Sitting	<b>X</b>	<b>65%</b> of time	data entry, reviewing mail
b. Lifting	<b>X</b>	<b>35 lbs.</b>	paper boxes, archive boxes
Carrying	<b>X</b>	<b>35 lbs.</b>	Paper boxes, archive boxes
Pushing	<b>X</b>	<b>35 lbs.</b>	
Pulling	<b>o</b>	<b>35 lbs.</b>	
2. Climbing	<b>X</b>		From time to time may board vessels
Balancing	<b>o</b>		
3. Reaching	<b>X</b>		Typing, writing
Handling	<b>X</b>		Processing paperwork, keyboard and Ten key
4. Stooping	<b>X</b>		Filing
Kneeling	<b>X</b>		
Crouching	<b>o</b>		
Crawling	<b>o</b>		
5. Speaking	<b>X</b>		Telephone communications,
Hearing	<b>X</b>		communicating with staff and public Radio communications
6. Seeing	<b>X</b>		Handling paperwork, computer screen,

Billing information, vessel information

Depth Perception X  
Color Vision X

## HISTORY SUMMARY

10-2008 Combined Administrative Assistant III-  
Scheduler position with Accounting Assistant II position due to slow  
Down in available work.