

The Port of Alsea will begin accepting applications and resumes to fill the position of port manager on Monday, March 4, 2024. Acceptance of applications and resumes will close on Friday, March 22, 2024 at noon. Applications and resumes may be picked up and submitted at the Port office at 365 Port Street, Waldport, Oregon 97394, mailed to the Port at P. O. Box 1060, Waldport, OR 97394, or emailed to rcuellar@portofalsea.com. Applicants are encouraged to read the job description for the port manager before applying which can be found online. Applications will be emailed to interested persons upon request.

The candidate selected by the Port of Alsea Board of Commissioners as its candidate to be the Port's future port manager will be hired to serve a six-month probationary period from April 15, 2024 through October 15, 2024, working three days a week during the probationary period at \$19.00 / hour with no benefits. Upon successful completion of the probationary period, the port manager candidate will negotiate a salary / benefit package with the board, starting at a minimum salary of \$45,000 per year.

The Port of Alsea is seeking candidates for the Position of Port Manager

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PORT OF ALSEA PORT MANAGER CANDIDATE JOB DESCRIPTION

The following skills and abilities are a summary of various functions performed by the port manager:

OFFICE SKILLS:

1. Maintain all Port records, both paper and digital, in an orderly manner
2. Keep all financial records up to date in QuickBooks
3. Prepare checks and pay invoices
4. Collect payments and make bank deposits
5. Reconcile all bank and investment accounts monthly
6. Do payroll using QuickBooks
7. Use online banking services
8. Make moorage reservations
9. Sell annual launches
10. Write grants

11. Sell and ship crab measures to buyers
12. Prepare State mandated annual budget
13. Work with auditor on state mandated annual audit

MANAGEMENT SKILLS:

14. Hire, fire, and supervise staff
15. Staff Board of Commissioner meetings a. Prepare board meeting agendas, minutes, monthly financial reports, other materials for board meetings
16. Keep commissioners informed of events
17. Work with other government entities and local groups
18. Enforce Port rules and implement board policies
19. Provide a face for the Port to the public

MAINTENANCE SKILLS:

20. Work with Dock of the Bay manager and commissioners on winter projects
21. Take rental boats in and out of the water as needed
22. Help with winter maintenance including annual maintenance of rental boats

The port manager's overall responsibility is to make sure the Port runs smoothly and that paperwork and maintenance are managed well. The topics above are some of the skills that the port manager needs, but they are not exhaustive. The port manager must be prepared to do whatever needs to be done for the effective operation of the Port.

EMPLOYMENT APPLICATION

This is a four-page form. Can you include a link to the attached application form (121KB) so folks can download and/or print a copy to complete. If you can set it up to be completed on line and e-mailed to Roxie as indicated on the first page, that would be great!

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PORT OF ALSEA

Application for Employment

Thank you for considering the Port of Alsea in your job search. The Port of Alsea is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, marital status or military service or any other protected classification. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

CONFIDENTIAL

Please complete by printing in dark ink, complete all questions, and sign your initials and name on the last page where indicated.

Date

PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL
ADDRESS	CITY AND STATE	ZIP CODE
HOME PHONE NUMBER	WORK PHONE NUMBER	DATE YOU CAN BEGIN
E-MAIL ADDRESS	POSITION APPLIED FOR	SALARY DESIRED

LEVEL AND TYPE OF EDUCATION	SCHOOL NAME	CITY AND STATE	LAST YEAR COMPLETED	DID YOU GRADUATE?
HIGH SCHOOL			__9 __10 __11 __12	__ YES __ NO
COLLEGE OR UNIVERSITY				DEGREE
OTHER SCHOOLS				CERTIFICATE OR LICENSE

SPECIAL SKILLS
Software Applications:
Other Skills:

Please read carefully, initial each paragraph and sign below:

_____ I certify that I have answered the above questions truthfully and have not withheld any information relative to my application. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions of the application information, attachments, and supporting documents generally will result in denial of employment or immediate termination, if discovered after hire.

_____ I authorize Port of Alsea to thoroughly investigate my references, work record, education and other matters related to my suitability for employment, and further authorize the references I have listed to disclose to the company any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I release (Organization Name), my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ If hired, I recognize the rules and policies of Port of Alsea. I understand that my employment and compensation can be terminated at any time, with or without cause, and with or without notice, at the option of the Port of Alsea or myself. I understand that the Port Manager is the only person who will ever have the authority to create any other terms of employment and/or to enter into any employment contract and that all such contracts must be in writing and signed by both parties. However, I also understand that unless otherwise stated in an employment contract, the company may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.

_____ I understand and acknowledge that I may be required to submit to a physical examination, including drug test. Additionally, I hereby authorize the release of the results of such an examination to the Port of Alsea for their use in evaluating my suitability for employment. Further, I release the examining facility and Port of Alsea from any and all liability, and from any damage that may result from the release of such information.

Date

Signature of Applicant