



BOARD OF PORT COMMISSIONERS

Gregory Carson, Chairman
Jim Friedman, Vice Chairman
Everard Ashworth, Commissioner
Robert J. Bravo, Commissioner
Bruce E. Smith, Commissioner

Oscar Peña, General Manager

September 5, 2014

REF: Administrative Assistant/Clerk of the Board Hiring

Dear Applicant:

Thank you for your interest in the Administrative Assistant/Clerk of the Board position at the Ventura Port District. This letter contains information about the Port District, the position, and the hiring process. We consider this process a two-way street: We are looking for the perfect fit to join our team; we encourage you to learn as much about the job as possible so you can determine if it will fulfill your long-term needs and goals.

The Port District is a Special District. Our primary function is to develop, operate and maintain the public areas of Ventura Harbor and all of Ventura Harbor Village, a retail center and marina. To accomplish these tasks, we employ 35 individuals who are grouped into five closely linked Departments: Administration, Maintenance, Harbor Patrol, Marina and Marketing. Ninety percent of the District's income is derived from our long-term Master Leases and the shorter-term leases at Ventura Harbor Village and Marina. Because we are completely dependent on the success of these businesses, we operate more like a private enterprise than most public agencies.

- Professional Customer Service is a priority
- We observe "Casual Friday" for office attire
- We offer the option of an 8/40 or 9/80 work schedule
- The view from our office is spectacular!

Our limitations: Because we are such a small organization, there is little room for upward mobility and we do not have all the opportunities afforded to employees of larger agencies. However, despite these limitations, the average length of employment for our current staff is 11 years and many have worked for the District for over 20 years. If the organization interests you, please read on.

The Administrative Assistant/Clerk of the Board position has two interrelated functions: directly supporting the General Manager and acting as Clerk of the Board of Port Commissioners. The attached Classification Specification lists the Essential Functions, Additional Job Duties and the Knowledge/Abilities/Skills related to the job. What are not listed are the practical aspects and demands of the job. The ideal candidate will possess a unique set of qualities:

- Process oriented, but flexible and task driven when necessary;
- Ability to multitask is critical, but must also be able to concentrate on one job to meet a deadline;
- Superior attention to detail and advanced proofreading skills;

Ventura Port District

1603 Anchors Way Drive, Ventura, CA 93001-4229

805/642-8538 • FAX 805/658-2249

www.venturaharbor.com



- Ability to compose correspondence, draft reports and create Meeting Agendas and minutes;
- Advanced competency with Microsoft Word
- Can prioritize personal workload, but adjust to the priorities of the General Manager and Board of Port Commissioners;
- Ability to communicate in person, by phone, and email with both internal and external clients;
- Stay organized with ever changing demands

Generally, Board Workshops are held on the second Wednesday's of the month from 11:00 a.m. to 1:00 p.m. Regular Board Meetings are held on the fourth Wednesday's of the month from approximately 7:00 p.m. to 9:00 p.m. **This schedule is subject to change.** This means that at the conclusion of one Board meeting, the Clerk must close out that meeting and begin preparing for the next. Since acting as the Clerk of the Board is only part of the Job Description, the person in this position must also be able to handle the day-to-day duties of supporting the General Manager with scheduling meetings, reviewing documents and reports, and helping him set priorities.

The salary range is \$3,817 - \$5,786. Initial placement within the range will depend on the candidates experience and education in related fields.

If the job interests you, here is how to apply?

Each applicant must complete the Job Application and is encouraged to submit a resume, a letter of introduction and a brief collection of documents that indicate the applicant's qualifications for the position. This application packet must be submitted for review no later than 2:00 p.m., Monday, September 22, 2014. Approximately six candidates will be invited for an oral interview, tentatively scheduled for Wednesday, October 1. Top candidates may be invited for a second oral interview. It is our intention to make a tentative offer of employment on or before Friday, October 10, 2014.

Applications may be emailed to jobs@venturaharbor.com or mailed or dropped off at:

Ventura Port District
1603 Anchors Way Drive
Ventura, CA 93001

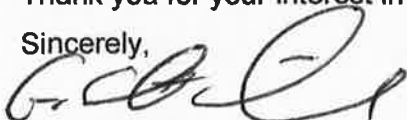
Office hours:

Monday – Friday 8:00 a.m. to 5:00 p.m.
Closed for lunch from 12:00 p.m. to 1:00 p.m.

The Ventura Port District is an equal opportunity employer and does not discriminate for any reason. In order to maintain a drug-free workplace, we conduct drug and alcohol testing as part of a pre-employment physical.

Thank you for your interest in the position.

Sincerely,



G. Scott Miller
Harbormaster

JOB TITLE: ADMINISTRATIVE ASSISTANT/CLERK

FLSA: Salaried—Exempt

JOB SCOPE:

Under general supervision, provides administrative support to the General Manager; performs administrative functions; prepares Board meeting agendas and reports, coordinates any follow-up activity or subsequent actions that may be required as a result of Board meetings; performs related duties as assigned by the General Manager.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the General Manager. Incumbents in the classification normally do not exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Support of the General Manager

- Assists the General Manager administer lease documents, service contracts and construction documents.
- Makes appointments and arranges meetings for the General Manager, exercising considerable discretion in commitment of the General Manager's time.
- Reviews incoming correspondence, arranges items by priority for the General Manager's attention, refers matters to other staff as appropriate and prepares correspondence regarding matters not requiring the General Manager's attention.
- Support of the Board of Commissioners.
- Ensures compliance with the requirements of the Political Reform Act and Fair Political Practices Commission.
- Sets hearings, schedules matters before the Board, and maintains Board meeting calendar.

Administrative Functions

- Types a variety of forms, letters, reports and memos, including the General Manager's Monthly Report.
- Sorts, screens, distributes and files incoming correspondence, faxes and reports as appropriate.
- Provides assistance and interact effectively with the public.
- Makes purchasing decisions and orders office equipment and related items.
- On occasion and when directed, acts as a liaison with other local, city, county, and state agencies.
- Receives inquiries, claims, subpoenas, and complaints from the public, both by telephone, mail service and in person, then gathers information as necessary and reports to the General Manager.
- Processes claims for damages, and following action by the Board, prepares the appropriate response to the Claim.
- Assists the Facility Manager and Property Manager on construction bidding procedures by publishing appropriate notices.
- Prepares Professional Services Agreements using a standard approved format.

Preparation of Board Packets

- Prepares Board agendas.
- Receives and processes documents, materials, and official records for the Board of Port Commissioners and related boards and commissions; recording minutes of Board proceedings; and coordinating the maintenance, retention and disposition of Board records.
- Publishes, posts, mails and posts on-line legal notices and documents.
- Maintains index of Board resolutions and records the Board's actions.

ADDITIONAL JOB DUTIES:

- Administers the oath of office to District employees and to members of the Board of Port Commissions.
- Prepares Annual Statement of Facts for the Ventura County Clerk and the California Secretary of State, pursuant to Government Code Section 53051.
- Files Statement of Economic Interests with the County of Ventura.
- Performs any additional administrative duties or special projects as may be assigned by the General Manager.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

KNOWLEDGE OF:

- Microsoft Word, Outlook and Excel plus general computer operations.
- Grammar, spelling and punctuation.
- Methods and techniques of time management.

ABILITY TO:

- Communicate clearly and concisely both verbally and in writing in a professional and organized manner.
- Prioritize workload and meet deadlines
- Work independently.
- Establish and maintain effective working relationships with other officials, employees and the public; and, prepare clear and concise reports.
- Use various types of standard office equipment

SKILL TO:

- Operate an office computer and a variety of word processing and software applications.
- Effectively handle multiple priorities; meet deadlines; identify problem areas and recommend solutions.

EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS:

- Any combination of experience and education equivalent to a bachelor's degree and four years high level office support experience.
- Paralegal or Legal Assistant experience is preferred.
- Must possess a valid California driver's license.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

The person in this position works primarily in an indoor office environment, but may be required to travel to meet with others or for training purposes. Position requires prolonged sitting, standing, walking, climbing stairs, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

This position description is not a contract, and it is not intended to show every detail of the duties and responsibilities of the job. It is provided only to supply a general idea of what the position entails.

Employment Application

Programs, services, and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.

Date of Review (Month/Day/Year)

/ /

APPLICANT DATA:

Position Applied for:

How were you referred to us:

Full name:

(LAST)

(FIRST)

(MIDDLE)

Address:

City:

State:

Zip:

Phone: ()

Mobile/Pager/Other:

Email:

Date Available to Start:

Social Security #:

Salary Requirement:

If you are under 18 and we require a work permit, can you furnish one? Yes No

If no, please explain:

Have you ever worked for this company? Yes No If yes, when?

Are you a citizen of the United States? Yes No

If not, are you legally allowed to work in the United States? Yes No

Type of employment desired: Full-Time Part-Time Temporary Seasonal

Have you ever pled "guilty," "no contest," or been convicted of a crime? Yes No

If yes, give dates and details:

Answering "yes" to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered.

Driver's license number if applicable to position:

State:

SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS:

PREVIOUS EMPLOYMENT (begin with most recent position):

Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held: _____

Firm: _____ Address: _____

Phone: () _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held: _____

Firm: _____ Address: _____

Phone: () _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held: _____

Firm: _____ Address: _____

Phone: () _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, and other related matters as may be necessary for an employment decision.

I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____