



March 22, 2024

Dear Applicant,

The Ventura Port District, an equal opportunity employer, is advertising to fill the position of Management Assistant. The Management Assistant position is a member of the District's Administration Team. Applicants should be prepared to work in a fast-paced team environment, with the ability to multi-task, and work Monday – Friday with the option for a 9/80.

If you are interested in this position, please return the attached application by email to [jrauch@venturaharbor.com](mailto:jrauch@venturaharbor.com) or by mail to Ventura Port District, 1603 Anchors Way Drive, Ventura, CA 93001. You may submit a résumé and a few supporting documents, such as sample of work, letters of recommendations, etc. This position will be open until filled.

All applications and materials will be reviewed to determine if a candidate meets the minimum requirements for the position. As such, it is imperative that the application be completed in its entirety and that the candidate signs the application. Statements such as “see resume” will result in disqualification.

The job application, resumes, and all other written materials of those candidates that meet the minimum requirements will be reviewed. The most highly qualified candidates will be invited to an initial interview to evaluate and compare participating candidates' knowledge, skills and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. If you are selected for an interview, we will contact you with the date and time.

The Ventura Port District strives to maintain a drug-free workplace. A pre-employment drug screening is required for this position. Candidates will also be subject to a background investigation prior to a tentative offer of employment. The Ventura Port District will also comply with any ADA requirements.

A job description for this position is attached. The salary range is \$3,286-\$5,027 for Management Assistant. Placement within the salary range may be dependent on factors such as experience, education, and training.

I wish you luck in the process and look forward to receiving your information.

Sincerely,

Brian D. Pendleton  
General Manager

Attachments: Job Description

1603 Anchors Way Drive Ventura, CA 93001  
Tel: (805) 642-8538 / Fax: (805) 658-2249  
[www.venturaharbor.com](http://www.venturaharbor.com)

**JOB TITLE: MANAGEMENT ASSISTANT**

**FLSA:** Hourly—Non-exempt

**JOB SCOPE:**

Under the direction and supervision of the Business Operations Analyst or the Business Operations Manager, the Management Assistant entails a variety of responsibilities that provide support to the Ventura Port District Administrative Team. These responsibilities include: 1) managing requirements for commercial identification (CID) cards, contracts, leases, professional service agreements, and licenses; 2) billing coordinator for the Marina and Dry Storage Facility; 3) assists with leasing in the Ventura Harbor Village; 4) grant management; and 5) addressing tenant and public inquiries as well as communicating updates (in-person and via email or phone).

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Business Operations Analyst or the Business Operations Manager.

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

**Administrative**

- Receives payments and issues receipts for boat launch permits, marina tenants, dry storage tenants, and CID cards.
- Prepares, processes, and manages all necessary records regarding the issuance of CID cards and assists with administrative record keeping and filing.
- Delivers exceptional customer service to all visitors, adeptly addressing inquires and guiding them to the relevant individuals or departments with courtesy.
- Executes projects covering a wide variety of subject matter and special studies as assigned by the Business Operations Analyst, Business Operations Manager, and/or General Manager.
- Digitize historical documents into electronic format through scanning.
- Provides Board Clerk and Accounting assistance when needed.

**Village Marina & Dry Storage**

- Organizes and archives lease agreements and the electronic key access system.
- Assists in maintaining an active waiting list for marina and dry storage tenants.
- Prepares and processes marina tenant slip and dry storage rent.
- Supports the Marina Manager in overseeing and addressing delinquent accounts.
- Aids the Marina Manager in issuing necessary notifications, such as rate change updates or vacate notices, to tenants.
- Records data for monthly marina electric bills.
- Compiles a monthly report detailing outstanding marina tenant slip rent and dry storage tenant rent payments for the Marina Manager.
- Assists Marina Manager in the collection of delinquent accounts.

**Leasing**

- Drafts preliminary lease agreements for existing or prospective tenants, subject to review by the Business Operations Analyst and Business Operations Manager.
- Upon lease approval, establishes electronic folders and enters data into Property Management software.
- Ensures tenant monthly gross sales reports are documented and initiates follow-up communication to tenants requesting sales information.
- Collects insurance documents as well as rent and security deposits payments.

- Maintains current tenant insurance and business license records.
- Identifies tenant payment delinquencies for Business Operations Analyst and Business Operations Manager to resolve.
- Communicates with tenants to address leasing notifications and to inquire about insurance or business licenses.
- Maintains directory for emergency tenant information.

### **Grant Management**

- Assists the Business Operations Team with grant applications.
- Supports the Business Operations Team in monitoring and ensuring compliance with grant terms and conditions.
- Prepares and submits required reports as well as responds to inquiries to funding agencies under the direction of the Business Operations Team.
- Collaborates with internal teams and external partners involved in grant-funded projects.

### **KNOWLEDGE/ABILITIES/SKILLS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following are representative samples of the knowledge, ability, and skill necessary to perform essential duties of the position.

#### **KNOWLEDGE OF:**

- Microsoft Word, Excel, Outlook, and PowerPoint as well as general computer operation.
- Excellent grammar, spelling, and punctuation.
- Effective oral and written communication skills.

#### **ABILITY TO:**

- Provide a high level of customer service.
- Be able to manage multiple assignments and tasks with differing deadlines and priorities.
- Read and comprehend instructions, correspondence, and memos.
- Write simple, effective correspondence with a strong emphasis on customer service.
- Effectively present information in one-on-one and small group situations to the general public and fellow employees of the organization.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Prioritize work proactively and on own initiative.
- Assist customers and tenants to address inquiries and/or problems with support from various departments.
- Work effectively as a collaborative team member, fostering open communication and contributing positively to group dynamics.
- Provide a positive working attitude, initiative-taking, and accountability.
- Demonstrate a strong commitment to continuous learning and professional development.

#### **SKILL TO:**

- Proficiently operate computers and skillfully use a range of word processing and spreadsheet software applications.
- Operate miscellaneous office equipment incidental to completing duties.
- Experience using web-based software.

**EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS:**

- Associate's degree required. Bachelor's degree preferred.
- One to two years of experience in office management and bookkeeping preferred.
- Valid California driver license and insurable by the District's insurance carrier.

**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 or to deliver and/or pick up documents. Position requires the ability to traverse one story of steps two or more times per day, and requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily 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 vision in reading correspondence, statistical data, and using a computer. 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 is also 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. This position may require completion of a background investigation to the satisfaction of the Ventura Port District.**