



## **ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

**JOB TITLE:** Administrative Assistant  
**LOCATION:** In-person, Port of Orcas Administrative Office  
**REPORTS TO:** Port Manager  
**DATE:** November 2023

### **Position Summary**

This is a permanent, regular part-time, non-exempt position based on a 20-hour work week. The position consists of primarily indoor administrative work, with occasional outdoor duties as assigned.

### **About the Port of Orcas**

The Port of Orcas is a public port district established in the late 1950's. One of 75 ports in Washington State, the Port of Orcas operates Orcas Island Airport, a day use park, and maintains wetlands within Port property. A board of five publicly elected commissioners provides oversight of the port.

The Port of Orcas is funded through property tax, operations revenue, and state and federal grants. Ports have the opportunity to use property tax revenue to invest in infrastructure designed to grow the economy, including marine terminals, airport facilities, industrial parks, marinas, and more.

### **Work Environment**

Hours are 12:30 p.m. to 4:30 p.m. Monday through Friday in-person at the Port of Orcas administrative office. Hours may flex to accommodate attendance of regular and special board of commissioner meetings, trainings, emergencies, and other duties as assigned.

The administrative office is located in the terminal building adjacent to the airport runway and taxiway. Port personnel must recognize the hazards posed by the operation of aircraft and must take appropriate measures to ensure safety.

*All Port staff may be directed to assist in emergencies, including but not limited to aircraft incidents.*



### **Duties and Responsibilities**

- Onsite customer service to include answering the telephone, greeting pilots, passengers, visitors, tenants, responding to inquiries, etc.
- Accounts payable and payroll, to include inputting data into San Juan County's accounting system, generating reports, and sending A/P documents to San Juan County Auditor's Office.
- Accounts receivable to include assisting in drafting invoices, collecting payments and inputting data, making bank deposits and sending A/R transmittal reports to San Juan County Treasurer's Office.
- Assist in organizing and maintaining filing system and records, drafting correspondence and documents.
- Collect and deposit mail and complete other errands.
- In accordance with applicable RCW's, assist in preparation of scheduled public meetings, attend public meetings, record minutes.
- Assist in gathering information for the purpose of processing, tracking and maintaining local, state, and federal grants and other revenue.
- Assist in gathering information on area aircraft for the purpose of tracking enplanements, deplanements, and noise abatement issues.
- Complete necessary training and ongoing education.
- Perform all work in accordance with applicable laws, rules, and regulations and in accordance with established safety practices.

*These duties and responsibilities are not all-inclusive of work requirements and may vary day-to-day. Furthermore, the Port Administrative Assistant may need to perform other duties as assigned during emergencies or to meet the ongoing needs of the Port.*



### **Qualifications**

- Minimum of high school or equivalent education.
- Three or more years of administrative and quality customer service experience.
- Understanding of financial accounting and reporting.
- Experience with Microsoft Excel and Word, QuickBooks, and ability to quickly learn other accounting software.
- Pilots license preferred. General knowledge of airport/aircraft operations and equipment a plus.

### **Compensation**

\$25.00 to \$29.00 per hour depending on experience.

### **Benefits**

0.5 FTE paid holidays, vacation, sick leave, and retirement.

### **Projected Timeline** *(subject to change, position open until filled)*

- November 29<sup>th</sup> to December 27<sup>th</sup> – *Position advertised.*
- January 1<sup>st</sup> – *Deadline to apply.*
- January 8<sup>th</sup> to 26<sup>th</sup> – *Interviews.*
- January 23<sup>rd</sup> – *Offer of employment. Start date dependent on availability.*

### **Direct Inquiries and Resumes to:**

Kim Kimple, Port Manager

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