



MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE
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JOB ANNOUNCEMENT Port Administrative Manager

The Municipality of Skagway is accepting applications for an Administrative Manager for the Port. This is a full-time, year-round position, working forty hours per week and is eligible for municipal benefits.

WAGE RANGE: Grade 16, \$ 30.44 to \$32.57 per hour, rate of pay at appointment DOE not to exceed the current pay scale step #4.

DUTIES: This position works under the direction of the Port Director to help maintain current and future standards of operations for the Port of Skagway. The Port Administrative Manager provides financial and clerical support to the port department. This position is responsible for processing all port and harbor billing, port grant management, and necessary reporting for grant agencies and other stakeholders, and general customer service for the port department. Accuracy and attention to detail is imperative to preparing and maintaining financial documents and records.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Associate degree in Business or similar degree, or equivalent.
- Strong verbal and written communication skills.
- Broad administrative experience including knowledge of accounting and grant management, including confidential records management.
- Broad computer skills including word processing, spreadsheets, database, publishing presentation, and internet software.
- Demonstrated strong multi-tasking skills.
- Organizational skills to effectively manage multiple important priorities and display efficiency, effective use of time, attention to detail, flexibility and ability to work independently.
- Proven ability to work with diverse groups in a stressful environment, displaying an understanding of group dynamics and dealing with stress effectively.
- Ability to work proactively with federal and state grant managers and staff.
- Ability to manage rapid change responsibly.
- Ability to design, implement and oversee successful systems for managing grant deadlines and requirements.
- Ability to respond to public requests for information and have a good rapport with the public.
- Management and conflict resolution skills.
- Ability to lift at least 30 pounds.

DUTIES AND RESPONSIBILITIES:

- Distribute and process invoices and check requests for staff and vendors. Work with Borough Treasurer and Accounting Clerk to render timely payments to vendors and staff.
- Perform the billing of port and harbor revenues including wharfage, moorage, storage, user fees, rents, and others.
- Work with the Borough Treasurer on the accounting and reporting of all fees collected.
- Assist Port Director with Municipal audits by preparing records and responding to requests from auditors and Borough Treasurer.

- Assist Port Director with financial planning and budget preparation.
- Understand federal and state grant systems and gather information needed for reporting.
- Work closely with Port Director and Harbormaster to enable the Port of Skagway to meet its operational goals.
- Organize and maintain administrative files and organization documents. Develop files for date sensitive tasks and materials and ensure that responsible parties are aware of timelines.
- Complete special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
- Assist Port Director with short- and long-range planning for port operations and improvements to processes. Help develop and implement strategies to achieve port planning goals and stay up to date on State & Federal requirements. Help manage systems and procedures to maximize efficiency.
- Assist Port Director with reviewing and updating contracts, memorandums of agreement, memorandums of understanding, etc.
- Assist Port Director with port grant budgets and understand online grant systems.
- Complete all grant-related reporting and requirements within required systems and timelines
- Recommend changes of policies and procedures to Port Director. Write/edit policies and procedures as directed.
- Understand the parallels and interconnectedness between grant reports and requirements to maintain consistency and accuracy.
- Responsible for research, compliance and preparation of other reports and summaries, as directed, ensuring accurate and timely reporting.
- Understand and explain the opportunities, limitations, and requirements of each funding stream.
- Interacts with the public and stakeholders on behalf of the port department.
- Other duties as assigned.

Applicants must submit a completed Municipality of Skagway application form to the borough office or at the address above, no later than 2:00 PM, May 20, 2022. Contact the borough office at the phone number above or by email at a.lawson@skagway.org for an application or further information. The application can also be downloaded from the website at www.skagway.org.

The Municipality of Skagway is an equal opportunity employer.