



**Current Opening**  
**Leasing Agent/Administrative Assistant**  
**Job Closes: 02/17/2023 @ 5:00pm**

**Submit a completed job application/cover letter/resume to be considered for this position.**

Website for job application: [www.portcw.com](http://www.portcw.com) / Email: [jen@portcw.com](mailto:jen@portcw.com)

**Title:** Leasing Agent/Administrative Assistant

**Reports To:** Director of Finance

**Classification:** Non-Exempt

**Wage Range:** \$20.96 – \$25.00 per hour (\$43,602 - \$52,000 yearly starting wage range)

**Benefits:**

- \*Full Family Medical/Dental Insurance Premium Paid by Employer
- \*Life Insurance Premium Paid by Employer
- \*LTD Insurance Paid by Employer
- \*WA State PERS Retirement Employer Portion
- \*Accrue 8 hours of Vacation/ 8 hours of Sick leave at the end of every month.
- \*12 Employer Paid Holidays a Year
- \*Wellness Benefit \$35 Month (up to \$420 per year) Deposited into a VEBA account.

**\*\*1 Year Probationary Period\*\***

Job offer will be contingent on passing a background check, and a clean drug screen.

**Education and/or Experience:**

- Highschool diploma.
- 2 years of leasing preferred.
- 2 years of general office, customer service, and administrative services experience.

Only apply for this position if you meet these minimum requirements for Education and/or Experience.

## **JOB DESCRIPTION**

The Port of Camas-Washougal believes that each employee makes a significant contribution to the port's success and that contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer services wherever and whenever necessary to ensure the success of the port's endeavors.

### General Position Summary:

Manages leasing for the Port's Parker's Landing Marina which hosts 380 boat and wave runner slips and the Port's Grove Field Airport which houses 79 hangars and 14 tiedowns. Provides broad administrative support for the Board of Commissioners' meeting preparation and is the Port's Public Information Officer for public records requests.

### Essential Functions/Major Responsibilities:

- Maintains marina and airport leases/documents and provides tenant support; filling vacancies from waitlists, creating lease agreements, data entry, issuing keys, permits, etc., manages work orders, terminations, slip/hangar changes, registration and insurance updates, and all other marina and airport related communication.
- General office support duties, greets guests at the front counter, answers questions, takes payments. Incumbent must be polite, courteous and have the ability to work well with the public in a variety of circumstances.
- Provides administrative support for commission meetings; ensures proper notice of meetings, prepares meeting packets, ensures recording of meetings, takes and distributes minutes.
- Monitors and updates Commissioner web page; post agendas, minutes and calendar events. Keeps Public Disclosure Commission information current.
- Acts as port public information officer; reviews and responds to information requests; monitors response; maintains records for auditor review.

### Secondary Functions:

- Coordinates promotional/commission events, including location, room preparation, handouts and refreshments.
- Assists with annual accounting audit.
- Other duties as required.

### Job Scope & Authority:

Work varies and is straightforward in nature. Decisions are made according to organization policy. The incumbent operates with moderate supervision and some work is reviewed by coworker or supervisor. The incumbent has no budgetary authority or responsibility; makes informal recommendations regarding operational planning.

### Supervisory Responsibility:

Position has no supervisory responsibilities.

### Interpersonal Contacts & Skills:

Communication may be face-to face, electronic or over the phone and is made with individuals both within and outside the organization and may involve challenging situations, including confidential or sensitive information.

### Specific Job Skills:

- Ability to communicate effectively in English verbally and in writing.
- Excellent knowledge of and ability to use Microsoft Office Suite.
- Ability to use computer and software appropriate for the job and job responsibilities.
- Ability to effectively interact with the public in person and on the telephone.
- Ability to negotiate and use persuasion.
- Ability to make independent decisions and use discretion.
- Critical thinking/problem solving skills.
- Intermediate math skills, including addition, subtraction, multiplication, division, with some analysis and manipulation.
- Ability to lift/move up to 20 pounds.

### Competencies:

- Analytical skills - collects and researches data; uses experience to complement data; designs works flows and procedures.
- Problem solving skills - identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Technical skills - assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Customer service skills - manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments.
- Interpersonal skills - focuses on solving conflict not blaming; maintains confidentiality; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral communication skills - speaks clearly and persuasively in positive and negative situations; listens carefully and sincerely considers the ideas of others; respects diverse opinions; responds well to questions; shares information and encourages openness in communications.
- Written communication skills - writes clearly and informatively; able to read and interpret written information.

- Teamwork skills - balances team and individual responsibilities; exhibits objectively and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.
- Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational support - follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- Strategic Thinking - Develops strategies to achieve organizational goals.
- Judgment - Displays willingness to make decisions; includes appropriate people in decision-making process; makes timely decisions.
- Motivation - Sets and achieves challenging goals.
- Professionalism - approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- Initiative - Undertakes self-development activities; asks for and offers help when needed.
- Innovation - Meets challenges with resourcefulness; generates suggestions for improving work.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Education and/or Experience:

Highschool diploma. Two years of leasing, general office, customer service, and administrative services experience.

Job Conditions:

Work generally takes place in a climate-controlled office environment during normal office hours with occasional evening meetings.