

**MAKAH TRIBE
POSITION DESCRIPTION**

Job Title: Assistant Dock Manager

EXEMPT: No	JOB CODE: 3-SS T3
TARGET SALARY: \$15.68 to \$18.45/DOQ	SHIFT: Flex
DEPARTMENT: Port of Neah Bay	LOCATION: 1091 Bayview Ave
REPORTS TO: Manager (Port of Neah Bay Commercial Dock)	

SUMMARY: Responsible for assisting with the overall administration and operations of the Port of Neah Bay Commercial Dock; scheduling of dock loading and offloading of commercial fishing vessels, including ice deliveries; invoicing and collection of money generated from dock usage; the overall safety of all dock operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Provide specialized and/or technical information and advice that requires interpretation of established policies, procedures and other relevant sources to internal and/or external customers over the telephone, in writing and/or in person, often involving complex, sensitive confidential problems and/or potentially volatile situations.

Generate responses to internal and/or external customers addressing complaints, concerns and problems of a controversial and sensitive nature that must be treated with a high degree of discretion; work may involve legal, and/or other specialized materials, extensive statistical reports, editing policies and procedures, contracts, leases, public notices or other documents, requiring a comprehensive understanding of the subject matter.

Assist in the development of program budgets, and administrative oversight of the budgets and related budget maintenance.

Assist in maintaining a complete inventory of all equipment and supplies and provide reports to the Manager (Port of Neah Bay Commercial Dock) as requested/required.

Assist with the on-going business of Port of Neah Bay Commercial Dock activities including; financial performance, revenues, costs, profits and asset management; purchasing, marketing, promotions and making operational and budget adjustments as needed.

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Revised 04/13/15
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Revised 12/01/16

Assist with the development and implementation of operational plans, invoicing and accounting procedures for the delivery of ice and offloading of fish from the Port of Neah Bay Commercial Dock.

Development and management of lease and rental agreements for dock equipment & space and ensure that they are consistent with the Port of Neah Bay's goals and directives.

Promote and maintain positive relations with lessees and dock user.

Establish and maintain in-house invoicing system for the Port of Neah Bay Commercial Dock customers.

Establish and maintain accounts receivable records, collects payments, prepares daily collection reports and makes cash drops in accordance with established policies and procedures.

Prepare monthly and quarterly revenue reports of all ice sales and offloading dock service fees for the Manager (Port of Neah Bay Commercial Dock).

Assist with making ice and maintenance repairs as needed.

Assist with delivery of ice to commercial fishing vessels and licensed Fish Buyers, and collect payment from customers.

Assist with offloading operation of commercial fishing vessels, sorting and/or grading, identify ground-fish species in a timely manner for the fish buyer's needs.

Responsible for the day to day purchases needed for the daily operations.

Prepare written and verbal reports to supervisor and/or the Port Director as requested.

Perform routine janitorial services and grounds maintenance of the Port of Neah Bay Commercial Dock facilities.

SUPERVISORY RESPONSIBILITIES:

Directly supervises up to 4 employees in the Port of Neah Bay Commercial Dock program. Carries out supervisory responsibilities in accordance with organization's policies and applicable laws and under the direction of the Manager (Port of Neah Bay Commercial Dock) with regard to the day-to-day work assignments. The Manager (Port of Neah Bay Commercial Dock) retains full personnel management authorities.

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QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Associate's degree (A. A.) or equivalent from two-year college or technical school or equivalent combination of education and experience.

Minimum of two years program management experience.

Minimum of two years supervisory experience.

LANGUAGE SKILLS:

Must have the ability to communicate information effectively to others and work well in a team environment. Must have the ability to understand written and oral assignments.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as lease, rental, and ice rates, proportions and percentages.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATION:

Must have a valid Washington State Drivers licenses and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on applicant.

Must have a current First Aid/CPR certification or ability to obtain within 90-days of employment.

Must possess Washington State US Forklift Certification or the ability to obtain within 90-days of date of hire.

Must be bondable.

OTHER SKILLS AND ABILITIES:

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact in a courteous, helpful and effective manner, contributing to a positive work environment.

Must have a working competence in computer applications and be able to use major computer software, especially word processing, spreadsheets, and other programs.

Must have the ability to manage systems for cashiering, debt repayment, bank accounts and deposits in accordance with established policies and procedures.

Must have the ability to meet deadlines, and ensure accuracy in completed work.

Must have the ability to operate fish offload equipment, forklift, etc.

Ability to communicate effectively, both orally and written.

Ability to function effectively under pressure of time and/or demands of several tasks at one time be effectively planning, organizing, and prioritizing work.

Knowledge of Tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities of the program and Tribal organization.

Must have excellent organizational skills.

Ability to establish and maintain effective working relationships with staff, public, other agencies, vendors/suppliers and the general public and must be able to handle difficult customers.

Must be customer-service oriented.

Ability to maintain confidentiality of records and information pertinent to the nature of the work.

Must be flexible; ability to shift thought process quickly and accurately from one matter to another.

Ability to work extended hours as needed.

Must have knowledge of Tribal, State and Federal "Water" Regulations.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

SPECIAL REQUIREMENT

This position may require incumbent to work shifts, including nights, weekends, and holidays.

PHYSICAL DEMANDS

While performing the duties of this job, the employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision,

distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

SPECIAL TAX EXEMPTION

Internal Revenue Code§7873 (b) (1) does apply to enrolled Makah Tribal Members. This position is classified Fisheries Tax Exempt (Percentage to be determined on the amount of Treaty fish handled)

WORK ENVIRONMENT:

This position requires incumbent to work outdoors at night and in occasional extreme weather conditions.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: April 8, 2019
CLOSE: April 19, 2019

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-

disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.

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