



Crescent City Harbor District

Job Description: Administrative Assistant

Job Summary:

The Administrative Assistant is responsible for handling daily administrative and HR duties. This job requires the team member to manage recruitment, record maintenance and payroll processing, while also providing clerical support for all other office staff and management.

Job Duties:

- Represent the organization in all staff matters.
- Implement and monitor programs as directed by management, and see the programs through to completion.
- Answer incoming calls and assume receptionist duties.
- Participate in meetings to recommend changes to make their department more efficient, reduce company resources, and increase staff morale.
- Communicate with external contacts to provide data and answer questions regarding employment references and compensation documents.
- Provide input regarding recruitment and work with others to complete tasks in a timely manner
- Communicate with employees.
- Complete administrative paperwork regarding new hires, terminations, absences, and other day-to-day operations.
- Resolve administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Oversee employment verification.
- Assist in training staff members and new hires.
- Ensure that employees are paid accurately and on time, collect and

organize time cards, enter employees hours worked and pay periods into the company computer.

- Check payroll data related to hourly wages, salaries, overtime, PTO, and sick days for accuracy as well as checking for signatures from managers or supervisors.
- Respond to employee payroll related questions via email or telephone.
- Must have a good understanding of the payroll processes and payroll related requirements.
- Maintains supplies inventory by checking stock to determine inventory level; anticipate needed supplies; placing and expediting orders for supplies; and verifying receipt of supplies.
- Assume responsibility for maintenance of office equipment, including computers, copier/printer, etc.
- Complete all other duties as assigned.

Administrative Assistant Requirements and Qualifications:

- Follows all Harbor Policies and Procedures
- Able to multitask, prioritize, and manage time efficiently
- Goal-oriented, organized team player
- Self-motivated and self-directed
- Accurate and precise attention to detail
- Ability to mentor, motivate and lead team members
- Strong written and verbal communication skills
- Ability to assist team members when help is needed to accomplish goals
- Ability to physically stand, bend, squat and lift up to 25 pounds
- Demonstrate computer skills with Microsoft Office Suite
- Must pass a drug screen and criminal background check
- Must have a valid California Drivers License or the ability to acquire a California Drivers License within thirty days of hire

Working Conditions:

Work for this position is performed indoors in an office setting. Occasionally, the team member may need to go outdoors in all weather conditions to open up Harbor provided facilities (i.e. Laundry and shower units).

Team member may be required to go onto Harbor docks to make contact with boats which will require personal protective equipment to be worn.

Work Status:

- The position is full-time
- Pay range for this position is \$12.33 - \$17.00
- Benefits include employer paid health insurance for employee; paid holidays and time-off; Cal Ore Life Flight membership
- The Crescent City Harbor District is a participant in the California Public Employees Retirement System (CALPERS)

Location:

The Crescent City Harbor District is located in Del Norte County. With mountains and forests to the east and south, Del Norte County is home to the Redwood National and State Parks which is a UNESCO World Heritage Site. The western boundary of the county is the Pacific Ocean and the northern border is the State of Oregon. The county population is around 25,000 and with fewer than a dozen stoplights, you never have to worry about traffic jams, except on 4th of July weekend when thousands of visitors flock in to see the fireworks display.

The Harbor District retains the right to change or assign other duties to this position as required.