



Jim Hurst Doug Albin Michelle Norvell Daniel Platt Richard Shoemaker Carla Slaven
Chairman Vice Chairman Commissioner Commissioner Commissioner Interim Harbormaster

NOYO HARBOR COMMISSION PERSONNEL COMMITTEE MEETING AGENDA

Wednesday, July 7, 2021 at 6:00 pm

Upstairs Meeting Room

Harbor Lite Lodge

120 North Harbor Drive

Fort Bragg CA 95437

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT ON NON-AGENDA ITEMS:

The Noyo Harbor Commission welcomes input from the public. Please limit your comments to five minutes so that everyone may be heard. The Brown Act does not allow action to be taken on non-agenda items.

CORRESPONDENCE:

CONDUCT OF BUSINESS:

1. Discussion of Job Description prepared by Personnel Committee for part-time District Administrative Assistant position. Personnel Committee recommendation to the Commission at next Commission meeting.

ADJOURNMENT

NOYO HARBOR DISTRICT
Job Description
Administrative Assistant

The Administrative Assistant is a permanent part-time position under the direction of the Harbormaster, and who assumes the administrative duties and responsibilities of the Harbormaster in his/her absence.

Assists the Harbormaster in a staff capacity by coordinating all District Office services; assists in making the daily administrative decisions for the District.

Assigns berths and keeps records of berth assignments, coordinates and administers concessions and lease agreements with the Noyo Harbor District.

Receives and processes a variety of transactions including payments made in person at the Harbor District Office or received by mail; balances a standard cash drawer.

Assists in planning, evaluation and direction of the development and operation of assigned public facilities.

The position works under the direction of the Harbormaster.

Prepares agenda and all related materials for the Noyo Harbor Commission meetings.

Receives and distributes documents addressed to the Noyo Harbor Commission.

Prepares and presents staff reports and other necessary correspondence.

Processes ordinances and resolutions approved by the Noyo Harbor Commission.

Provides administrative support to the Commission and Harbormaster.

Attests to a variety of documents as required, including ordinances, resolutions and subpoenas; acts as filing officer for filings and conflict of interest statements as required by the Local Conflict of Interest Code.

Prepares periodic revenue, expenditure, and other financial reports, interacts and provides information to the auditor for the annual financial audit; prepares periodic reports and audit information to state and federal agencies as required.

Assists in the preparation of the Noyo Harbor District annual budget, including projections, forecasts and analytical research.

Maintains detailed records pertaining to grant programs and special programs.

Answers public inquiries made by mail, telephone, or in person.

Salary range: \$20 - \$25 per hour.

20 - 29 hours per week.