

City of Bayfield

Bayfield Marina

125 South First Street - P.O. Box 1170

Bayfield, Wisconsin 54814

Phone (715) 779-1079

Harbornick@cityofbayfield.com

Bayfield Marina is seeking a dedicated, customer focused, and hard-working individual to join as the Administrative Assistant.

The Administrative Assistant is responsible for aiding in the operation and administration of the marina, city dock, and boat launch facilities. Consideration will be given to candidates eager to continue the exceptional customer service engagement required to successfully manage the marine facilities to the highest standard. Those with strong interpersonal skills, positive attitude, and bookkeeping/computer skills/knowledge are strongly encouraged to apply.

Tasks include:

- Computer and office skills
- Create and adhere to budgets
- Create and file reports as required
- Working both in an office and outdoor environment in variable weather conditions
- Ensure facilities are safe, clean and enjoyable for customers and visitors
- Attend all Harbor Commission meetings, take minutes, draft and post agendas
- Report to Harbormaster
- Report to the City of Bayfield Clerk/Treasure as directed
- Other tasks and projects as directed by self and Harbormaster

Qualifications:

- High School diploma or equivalent
- Valid Driver's License
- Marina industry and boat knowledge preferred
- Effective communication and organizational skills
- Ability to work well in teams
- A track record reflecting reliability and strong work ethic
- Capacity to learn new skills quickly
- Strong computer, technical, and customer relations skills
- References

Pay: \$22.00 / hr.

Schedule: 30 hours week, some weekends in season

Work Location: In person, Bayfield Marina, Bayfield, WI



Bayfield Marina
125 South First Street - P.O. Box 1170
Bayfield, Wisconsin 54814
Phone (715) 779-1079
Harbornick@cityofbayfield.com

Administrative Assistant

Three quarter time employment

Company: Bayfield Marina	Contact: J. Nick Hays
Street Address: 121 South First Street	Phone: 715-779-5712
City, State, Zip: Bayfield, WI 54814	Email: Harbornick@cityofbayfield.com
County: Bayfield	Fax: 715-779-1079
Job Title: Bayfield Marina Assistant Harbormaster	
Job Description: The Administrative Assistant will offer direct support to the Harbormaster and maintain customer relations. This position will assist in all bookkeeping, record keeping, scheduling functions required to successfully manage Bayfield Marina, the City Dock, and the City Boat launch.	
Salary: \$22.00 / hr.	
Position: 30 hrs. week/ weekdays, some weekends. Year round	
Application Deadline: Open until filled	
Candidate Consideration: <ol style="list-style-type: none">1. Personal Interview2. Background Investigation3. Marine industry experience preferred4. Bookkeeping/ computer skills preferred	
Each applicant must provide the following: <ol style="list-style-type: none">1. Letter of Interest2. Completed Application3. Resume	

Established in 1913.

*City of Bayfield is an Equal Opportunity Provider and Employer.
Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, D.C. 20250-9410*

CITY OF BAYFIELD

Position Description

POSITION TITLE: Assistant Harbormaster

REPORTS TO: Harbormaster

JOB SUMMARY: This position assumes the responsibility of offering direct support to the Harbormaster. This position will provide supportive service on a wide range of administrative functions including, but not limited to

- Records management, drafting and composing meeting agendas and minutes.
- Assist in maintenance and management of the marina's bookkeeping and scheduling software.
- Oversee the day to day income and deposits
- Creating reports on the financials and facilitate the budgeting process.

ESSENTIAL DUTIES:

Execute all tasks as listed within responsible essential duties & job requirements
Operate computer system & complete paperwork within established guidelines
Instruct and train staff on administrative functions
Execute required paperwork to carry out assigned duties
Attend meetings and events required by job duties
Establish assignments
Create & document procedures of routine tasks
Provide excellent customer service - interface with customers and city staff
Assist in all dock office routines, to include fueling and cleaning
Execute other duties not specifically listed but as directed and within skill capacity

MINIMUM QUALIFICATIONS REQUIRED:

High School diploma or equivalent
Possess valid Wisconsin Driver's License
Marine industry experience preferred
Effective written & verbal skills
Effective planning / organizational skills
Effective supervisory & interpersonal skills
Computer skills
Basic bookkeeping and payment processing
Organized, decisive, and result driven
People oriented, positive attitude, team player, and professional in appearance

BASIC SKILLS & JOB REQUIREMENTS:

General:

Direct the opening & closing of marina office
Provide professional customer service & assistance
Create & manage plans & procedures
Create dockage & storage agreements
Assure dockage & storage customers supply insurance certificates
Create & implement marketing tools
Monitor Occupational Safety and Health Administration (OSHA) compliance

Maintain Material Safety Data Sheets (MSDS)

Maintain fuel records

Maintain emergency response plan & records

Dockage & Storage:

Process customer dockage & storage

Monitor sub-contractors

Pump fuel in boats

Pump out holding tanks

Sell ice and other sundries

Monitor marine radio & communicate with boaters

Perform daily "walkabouts" and report problems

Set up regular schedule of routine facility waste roundup

Keep service dock clean & organized

Keep dock house clean & organized

Develop cleaning plan & schedule for facility

Clean & restock restrooms

Sign in transient dockers & collect fees

Know requirements of fuel spill plan

Basic knowledge of accounting/cash register/credit card processing

Work lift & launch schedule

Haul & launch boats

Properly protect boat hulls during movement & lifts

Perform pressure washing

Keep lift equipment clean & properly care for slings

Exercise extreme safety in boat movements

Properly set boats in storage locations

Layout facility for outside boat storage

Manage boat blocking, discarding unusable

Manage city owned jack stands

Arrange for storage of customer cradles

Maintenance:

Receive & act upon reports of broken, damaged or defective items within facilities including buildings, grounds, docks, vehicles, and equipment

Walkabout facilities regularly to identify problems needing maintenance

Perform maintenance including, but not limited to repair, cleaning, adjustments, cleaning, light replacement, and painting

Arrange for and maintain supplies for performing maintenance

Prepare docks as required for winter

Winterize facilities per checklist

Schedule and perform preventative maintenance on all moving equipment

Create document per equipment to record preventative maintenance

Arrange for & maintain supplies for performing preventative maintenance

CITY of BAYFIELD

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name: _____
Last
First
Middle

Address: _____
a
Street
(Apt)
City/State
Zip

Mailing Address: _____
Street
City/State
Zip

Contact Information: (____) _____ (____) _____
Home Telephone
Mobile Telephone
Email

Are you 18 yrs. of age or older? _____ Yes, _____ No

How did you learn about this job opportunity? _____

POSITION SOUGHT: _____ **Available Start Date:** _____

Desired Pay Range: _____ **Are you currently employed?** _____
Hourly or Salary

EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Military			
Specialized Training, Trade School, etc....			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Month and Year	Name & Address of Employer	Salary Upon Leaving	Position	Reason for leaving
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				

REFERENCES:

Name	Address & Phone Number	Position	Years Acquainted
1.			
2.			
3.			

AUTHORIZATION:

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the City of Bayfield.

I understand that any employment is conditioned on a background check. I authorize the City of Bayfield to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in the application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to medical examination(s) or drug test(s) at any time deemed appropriate by the City and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the City the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired a condition of my employment will be that I abide by the City of Bayfield's Drug and Alcohol policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the City to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The City retains the right to revise its policies or procedures, in whole or in part, at any time.

Date _____ Signature _____