



**The Port**  
**OF Hueneme**  
Oxnard Harbor District

*Receptionist*

*Effective Date: January 2020*



<b>POSITION TITLE:</b>	RECEPTIONIST
<b>BARGAINING UNIT</b>	SEIU LOCAL 721
<b>POSITION SALARY RANGE: \$44,307 ~ \$57,811</b>	

**POSITION DESCRIPTION**

Under the direction of the Clerk of the Board/Office Administrator, the Receptionist performs varied clerical duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:**

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

The Receptionist performs, but is not limited to, the following essential functions:

- 1) Professionally greets visitors and ensures that they have properly recorded their arrivals and departures in iLobby.
- 2) Answers and handles the District’s multi-line switchboard, routes all incoming telephone calls, retrieves voice messages and takes messages.
- 3) Performs clerical and other secretarial-type support duties as directed.
- 4) In the absence of the Clerk of the Board/Office Administrator performs clerical work in connection with Board meetings, e.g. preparation of the agenda, minutes, resolutions, ordinances and preparation and distribution of advance reference materials to Commissioners.
- 5) Serves as Board of Harbor Commissioners’ meeting recorder in the absence of the Clerk of the Board/Office Administrator
- 6) Orders office supplies and maintains supply storeroom and equipment in neat and orderly condition.
- 7) Orders breakroom supplies, paper plates, napkins, forks, etc. and maintains breakroom in a neat and orderly condition.
- 8) Receives all incoming mail date stamps and distributes it.
- 9) Maintains reservation logs for the Conference and Training rooms.
- 10) Prepares Facility Use Permits and schedules for Public use of OHD Facilities
- 11) Maintains news articles scrap book.
- 12) Maintains and monitors all certificates of insurance for terminal agreements, leases, cargo handling permits, etc. and ensures that they are in full force.
- 13) Maintains Port Service Contracts with new amendments, wet signatures, and agreement changes/updates

- 14) Maintains reception room in neat and orderly condition.
- 15) Prepare marketing/promotional materials for sponsored events, tours, special guests and upon request from supervisor.
- 16) Performs additional related duties as directed by Clerk of the Board/Office Administrator.
- 17) Prepare TWIC Escort cards and maintain database for all OHD staff and eligible Port operators and customers.

**QUALIFICATIONS:**

- 1) At least five (3) years' experience as a Receptionist, Administrative Assistant or Clerk/Typist.
- 2) Ability to establish and maintain cooperative and effective working relationships.
- 3) Ability to communicate effectively and professionally with visitors, customers and co-workers.
- 4) Proficiency with personal computers, experience with various software programs for work processing and spreadsheets, ability to type at least 50 words per minute and ability to operate all office equipment.
- 5) Ability to maintain an organized filing system.
- 6) Ability to operate keyboard to enter data into a computer for extended periods of time and the ability to reach overhead, above shoulders and horizontally and bend at the waist to update and maintain files.
- 7) Ability to lift at least 25 lbs.

**Licenses; Certificates:**

A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

**Special Requirements:**

Incumbent must be able to pass a background check in accordance with current Federal and State Maritime facilities requirements, i.e., must be able to successfully obtain a Transportation Workers Identification Card, (TWIC).