



Career Opportunity
RECEPTIONIST

Salary Range: \$47,960 | \$62,576

**APPLICATION SUBMISSION DEADLINE August 25, 2023, or until filled
THE OXNARD HARBOR DISTRICT, WHICH OWNS THE PORT OF HUENEME, IS
SEEKING INTERESTED CANDIDATES TO FILL THE POSITION OF
RECEPTIONIST FOR THE PORT. ANY INDIVIDUAL WITH AN INTEREST IN
BEING CONSIDERED FOR THIS POSITION WILL NEED TO APPLY.**

APPLICATION SUBMISSION REQUIREMENTS:

- 1) **COVER LETTER** (Please include desired Salary)
- 2) **FULLY COMPLETED** Oxnard Harbor District Employment Application Form (*on Port's website*)
- 3) **RESUME** (with employment history and significant accomplishments)
- 4) **REFERENCES** (Submit two (2) Professional and two (2) Personal references)

HOW TO APPLY: Applications will be accepted via one (1) of the following two (2) methods;

- **BY EMAIL (attach all documents in a single combined PDF format in order as 1-4 above):**

**HR@portofh.org (Important: Email Subject Line to read exactly as follows ;)
HR-RECEPTIONIST**

OR.....

- **BY US. POSTAL SERVICE:**

**THE PORT OF HUENEME
RECEPTIONIST
Attn: #345 HR-RECRUITMENT
567 West Channel Islands Blvd.
Port Hueneme, CA 93041**



POSITION TITLE:	RECEPTIONIST
BARGAINING UNIT	SEIU LOCAL 721

POSITION SALARY RANGE As Of July 1, 2023: \$47,960 ~ \$62,576

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:

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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 two (2) 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).