



City of Seldovia

P.O. Drawer B, Seldovia, Alaska 99663
Phone: (907) 234-7643, Fax: (907) 234-7430
Email: cityclerk@cityofseldovia.com

POSITION OPENING HARBORMASTER

Full time: 40 hours per week, 17 weeks full time
20 hours per week, 35 week half time
Union position with benefits

Pay: \$15.40 to \$18.55 per hour

Reports to: City Manager

Apply to: City of Seldovia, P.O. Box B, Seldovia, Ak. 99663
City Application Required. (available at the city office)
Call 234-7643 for further information

Application Deadline: **Aug. 1, 2010**

Duties: Coordinate all aspects of the harbor, this includes but is not limited to:

- Keeping daily logs
- Walking dock area, bathrooms and parking lot
- Ensuring all customers are treated with courtesy and respect
- Harbor maintenance, cleaning and repair
- Coordinates all financial aspects with the city treasurer
- Communicate with city manager and staff on concerns, ideas or suggestions
- Perform all other duties assigned by the city manager

Required Qualifications:

- Customer friendly
- Organized
- Computer literate
- Excellent communication skills
- Coachable

Preferred Qualifications:

- Understanding and experience of harbor operations
- Knowledge of the City and its operations
- Understanding of maintenance and repair
- Basic first aid, CPR

Physical Requirements:

- The position requires physical activity including shoveling, sweeping, climbing, lifting as well as extensive standing and walking.