

	<b>THE CITY OF KEY WEST Job Description</b>	<b>Union, Hourly Position</b>	
		<b>DATE OF REVISION</b>	<b>1/26/10</b>
<b>POSITION</b>	<b>TENANT ADMINISTRATOR</b>	<b>MIN. HOURLY WAGE</b>	<b>\$13.3787</b>
<b>DEPARTMENT</b>	<b>Port Operations/Key West Bight (75-01-575)</b>		
<b>JOB CODE</b>	<b>43850</b>	<b>GRADE</b>	<b>G19</b>

**PHYSICAL LOCATION:**

- Key West Bight Marina

**REPORTING RESPONSIBILITIES:**

- Port Operations

**GENERAL FUNCTIONS:—**

- Responsible work in preparing and maintaining varied financial records and systems. May include limited supervisory responsibilities of office staff. Exercises considerable independent judgment within the scope of established policy and procedure.

**ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to read, write, speak and understand English in order to communicate with the public and co-workers, both orally and in written form.
- Computer literate and keyboard/mouse proficient; able to demonstrate proficiency in Microsoft Office applications Word, Excel, PowerPoint.
- Able to move around the assigned area, navigating over unlevelled ground, off and on docks and on all building levels, pre and post construction stage.
- Able to work a forty (40) hour work week and overtime when necessary.

**EQUIPMENT TO BE USED:**

- Personal Computer and related software, In-house computer and related software, Fax, copier, VHF Radio.

**ENVIRONMENT:**

- Air-conditioned office and outside marina.

**PHYSICAL REQUIREMENT:**

- Standing 20%
- Climbing 10%
- Bending 10%
- Reaching 5%
- Walking 20%
- Sitting 35%

**DUTIES/TASKS/JOBS:**

- Assist in maintaining a positive and prompt response to tenant requests and assure problems are being addressed promptly.
- Lease administration including billing, collections, default processing and operating expense reconciliations.
- Accounts payable administration including reviewing and processing of all vendor invoices review and matching of vendor invoices, processing checks accurately and timely, maintaining accurate vendor records/information.

- Accounts receivable administration including recording and processing all cash receipts accurately on a daily basis; review and record monthly tenant charges in timely and accurate manner, completion of monthly tenant billing process within established timeframes, updating all tenant lease files, providing delinquency reports, record tenant insurance certificates
- Assist with administration of contracted services and monitoring of vendor performance.
- Collection, review and submission of approved time records in timely manner.
- Receives, verifies, codes and processes for payment invoices, requisitions, work orders, purchase orders.
- Entry of work orders, tracking and reporting.
- Prepares reports as assigned.
- General coordination between other City departments and marinas as directed.
- Provides necessary training to subordinate staff in office procedures and department reports
- Attends Board meetings as necessary
- Provide direction and limited supervision of office staff.
- Assists with developing and implementing policies and general operating procedures for the marinas

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- Thorough knowledge of office systems, procedures and practice, including accounting principles.
- High school graduate or equivalent.
- Basic knowledge of marina operations.
- Two years of supervisory experience in customer service environment.
- Three years progressively responsible experience in accounting environment with experience in administering and managing leases.
- Working knowledge of methods, practices and terminology of basic accounting procedures and ability to apply to work situation.
- Proficiency with Microsoft Office Word, Excel, Power Point.
- Ability to deal effectively with the public
- Excellent customer service skills
- Good communication skills, both oral and written
- Ability to work independently.

**Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.**

**The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.**

**I \_\_\_\_\_, have read this job description and hereby agree with the above noted "Acknowledgments" that I meet the requirements and qualifications and if hired, that I can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION,  
VETERANS PREFERENCE EMPLOYER  
& A DRUG-FREE WORKPLACE**

**Apply at:  
City Hall, Office of Human Resources  
525 Angela Street, 1<sup>st</sup> floor  
Key West FL 33040  
Telephone: (305) 809-3714**