

HAINES BOROUGH  
POSITION DESCRIPTION  
**Port Security Officer**  
Seasonal

**DEFINITION:**

The Seasonal Port Security Officer reports directly to the Harbormaster. This is a seasonal part-time position working 30 to 40 hours per week (approximately May through September).

**EXAMPLES OF DUTIES:** The Seasonal Port Security Officer shall:

1. Meet cruise ships, check passenger credentials, and perform security rounds.
2. Work and meet arriving barges, as needed.
3. Report any mechanical or structural failures of the facilities to the Harbormaster and assist in repair and maintenance.
4. Assist with keeping the port clean.
5. Be on call and available during off hours and keep an active telephone number. Work weekends as required and occasional changes in schedule, as needed.
6. Work closely and cooperatively with all other departments of the Haines Borough.
7. Perform other duties as required.

**KNOWLEDGE AND ABILITIES:**

Have a general knowledge of the construction and operation of marine-related port facilities; coast guard regulations and maritime law; boats and marine vessels.

Have the ability to communicate effectively and courteously with the general public and staff. Effectively work independently and as a team. Swim at an intermediate level.

**EMPLOYMENT STANDARDS:**

1. Maintain an acceptable level of appearance as a representative of the Haines Borough.
2. Administrative/computer/paperwork experience and/or abilities.
3. Good physical health.
4. Alaska driver's license.
5. Have and display a friendly, positive attitude toward all boating public and tourists.
6. Have or obtain Transportation Worker Identification Credential within 60 days.