

Title	Port Pay Range			Comparison information BASE SALARY RANGE				After Cost of Living Adjustment	Year One Information		
	Current	Low	High	Median	MINIMUM	MIDPOINT	MAXIMUM		First Increase	Salary After Adjustment	Difference including the two Increases
<b>GM office</b>											
<a href="#">General Manager</a>	\$ 128,004	\$ 118,088	\$ 146,828	\$275,578	\$110,584	\$189,704	\$276,439	\$ 130,563	\$0	\$ 128,004	\$ 130,563
<a href="#">Admin Supervisor (EE/EA)</a>	\$ 38,958	\$ 37,466	\$ 46,560	\$66,684	\$49,223	\$65,794	\$82,279	\$ 39,738	\$3,117	\$ 42,074	\$ 42,855
<b>Finance and RV Park</b>											
<a href="#">Dir of Finance/Bus Srvcs</a>	\$ 87,000	\$ 80,090	\$ 99,582	\$120,456	\$88,232	\$124,141	\$162,109	\$ 88,428	\$0	\$ 87,000	\$ 88,428
<a href="#">Acct Supervisor</a>	\$ 54,413	\$ 52,297	\$ 65,025	\$77,901	\$63,778	\$74,698	\$86,680	\$ 55,501	\$4,353	\$ 58,766	\$ 59,854
<a href="#">HR Asst/Acct Tech I</a>	\$ 35,255	\$ 37,425	\$ 46,633	\$42,286	\$32,084	\$41,862	\$51,984	\$ 38,931	\$1,500	\$ 36,755	\$ 40,431
<a href="#">Acct Specialist II</a>	\$ 35,255	\$ 29,511	\$ 36,694	\$41,786	\$35,420	\$43,548	\$51,991	\$ 35,961	\$1,000	\$ 36,255	\$ 36,961
<a href="#">Acct Specialist II</a>	\$ 35,255	\$ 29,511	\$ 36,694	\$41,786	\$35,420	\$43,548	\$51,991	\$ 35,961	\$500	\$ 35,755	\$ 36,461
<a href="#">RV Park Supervisor</a>	\$ 40,920	\$ 32,927	\$ 40,941	\$64,085	\$55,920	\$66,132	\$79,647	\$ 41,753	\$3,274	\$ 44,194	\$ 45,027
<a href="#">RV/Marina Guest Services Representative</a>	\$ 34,569	\$ 26,925	\$ 35,965	\$35,650	\$30,938	\$35,715	\$40,901	\$ 35,263	\$500	\$ 35,069	\$ 35,763
<a href="#">RV/Marina Guest Services Representative</a>	\$ 27,809	\$ 23,400	\$ 29,095	\$35,650	\$30,938	\$35,715	\$40,901	\$ 27,263	\$500	\$ 28,309	\$ 27,763
<b>Operations Div</b>											
<a href="#">Dir of Operations</a>	\$ 87,422	\$ 79,178	\$ 98,448	\$107,555	\$101,804	\$117,587	\$135,155	\$ 89,171	\$6,994	\$ 94,416	\$ 96,165
<a href="#">Harbormaster - Recreation</a>	\$ 56,160	\$ 45,189	\$ 58,162	\$79,803	\$62,228	\$75,656	\$91,480	\$ 57,283	\$5,616	\$ 61,776	\$ 62,899
<a href="#">Maintenance II</a>	\$ 34,673	\$ 31,400	\$ 39,043	\$36,446	\$31,243	\$37,906	\$45,409	\$ 35,367	\$1,000	\$ 35,673	\$ 36,367
<a href="#">Maintenance II</a>	\$ 33,987	\$ 31,400	\$ 39,043	\$36,446	\$31,243	\$37,906	\$45,409	\$ 34,667	\$500	\$ 34,487	\$ 35,167
<a href="#">Maintenance II</a>	\$ 32,031	\$ 31,400	\$ 39,043	\$36,446	\$31,243	\$37,906	\$45,409	\$ 34,667	\$1,500	\$ 33,531	\$ 36,167
<a href="#">Maintenance II</a>	\$ 32,031	\$ 31,400	\$ 39,043	\$36,446	\$31,243	\$37,906	\$45,409	\$ 32,673	\$0	\$ 32,031	\$ 32,673
<a href="#">Harbormaster - Recreation</a>	\$ 56,160	\$ 48,882	\$ 80,778	\$79,803	\$62,228	\$75,656	\$91,480	\$ 57,283	\$5,616	\$ 61,776	\$ 62,899
<a href="#">Maintenance II</a>	\$ 32,676	\$ 31,400	\$ 39,043	\$36,446	\$31,243	\$37,906	\$45,409	\$ 38,274	\$500	\$ 33,176	\$ 38,774
<a href="#">Maintenance II</a>	\$ 31,407	\$ 31,400	\$ 39,043	\$36,446	\$31,243	\$37,906	\$45,409	\$ 34,667	\$0	\$ 31,407	\$ 34,667
<a href="#">Maintenance II</a>	\$ 31,407	\$ 31,400	\$ 39,043	\$36,446	\$31,243	\$37,906	\$45,409	\$ 33,330	\$0	\$ 31,407	\$ 33,330
<a href="#">Maintenance II</a>	\$ 32,676	\$ 31,400	\$ 39,043	\$36,446	\$31,243	\$37,906	\$45,409	\$ 33,330	\$500	\$ 33,176	\$ 33,830
<a href="#">Maintenance II</a>	\$ 33,330	\$ 31,400	\$ 39,043	\$36,446	\$31,243	\$37,906	\$45,409	\$ 33,330	\$0	\$ 33,330	\$ 33,330
Asst Harbormaster											
<a href="#">Maintenance Supervisor</a>	\$ 41,435			\$56,794	\$56,907	\$65,746	\$75,496	\$ 41,435	\$4,144	\$ 45,579	\$ 45,579
<a href="#">NOAA Terminal Facility Supervisor</a>	\$ 56,826	\$ 49,976	\$ 61,517	\$65,675	\$52,140	\$68,246	\$85,378	\$ 57,962	\$4,546	\$ 61,372	\$ 62,508
<a href="#">International Terminal Facility Supervisor</a>	\$ 52,666	\$ 47,694	\$ 59,301	\$65,675	\$52,140	\$68,246	\$85,378	\$ 61,719	\$4,213	\$ 56,879	\$ 65,932
	1,162,326							\$1,204,520	\$49,872	\$ 1,212,198	\$ 1,254,392



**Port of Newport  
Salary Survey**

	<b>WEIGHTED AVERAGE</b>	<b>NO. COMPANIES</b>	<b># INCUMBENTS</b>	<b>BASE SALARY RANGE</b>		
				<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
<b>Source:</b> Economic Research Institute 7/2019 **	median			10th Percentile		90th Percentile
<b>Title:</b> CEO	\$167,593	n/a	27	\$80,360	\$167,593	\$284,484
<b>Scope:</b> Oregon - State Average data adjusted to Newport, OR; Water Transportation **						
<b>Job Summary:</b> "Plans, develops, establishes, and oversees interpretation and implementation of policies and objectives of organization in accordance with board directives and corporation charter. Responsible for the profitability of the entire organization. Holds position of the top executive and principal organization leader in the organization. This position is distinguished from others in that it is the top ranking executive and, in most cases, is the highest paid executive in the organization. Confers with organization officials to plan business objectives, to develop organizational policies to coordinate functions and operations between divisions and departments, and to establish responsibilities and procedures for attaining objectives. Reviews activity reports and financial statements to determine progress and status in attaining objectives and revises objectives and plans in accordance with current conditions. Directs and coordinates formulation of financial programs to provide funding for new or continuing operations to maximize returns on investments, and to increase productivity. Plans and develops industrial, labor, and public relations policies designed to improve company's image and relations with customers, employees, stockholders, and public. Evaluates performance of executives for compliance with established policies and objectives of firm and contributions in attaining objectives. May preside over Board of Directors. May serve as chairman of committees, such as management, executive, engineering, and sales."						
<b>Source:</b> Wage Access 3/2019						
<b>Title:</b> President/CEO	\$297,810	117	126	\$107,215	\$109,585	\$111,955
<b>Scope:</b> National data adjusted to Newport, OR; All Industries **						
<b>Job Summary:</b> "Establishes policies and objectives of business organization in accordance with board directives and corporation charter. Administers organizational policies to coordinate functions and operations between divisions and departments. Directs formulation of financial programs to provide funding for new or continuing operations and to increase productivity. Establishes industrial, labor and public relations policies designed to improve company's image and relations with customers, employees, stockholders and public. * Responsibility - Oversees activities of a company or multiple divisions at one or more locations. Job performance has direct impact on business operations and profitability of organization. * Autonomy - Defines corporate strategy. Has full fiscal authority. * Supervision - Oversees activities of other executives, directors and managers."						
<b>Source:</b> Not for Profit Times 5/2018						
<b>Title:</b> Chief Operating Officer/Associate Executive Director	\$114,740	86	1	\$44,252	\$190,572	\$336,892
<b>Scope:</b> National data adjusted down by 3.8% to Newport, OR; All Organizations						
<b>Job Summary:</b> "Directs and manages the activities of the organization in accordance with policies, goals and objectives established by the CEO/President/Executive Director and the Board of Directors. Ensures the achievement of short- and long-range goals for operations, human resources, financial performance, and growth. Reports to the CEO/President/Executive Director."						
<b>Source:</b> CompData Pro 7/2017						
<b>Title:</b> Chief Operating Officer	\$273,672	16	16	\$198,828	\$271,026	\$343,224
<b>Scope:</b> Western Region data adjusted down by 5.5% to Newport, OR; All Industries						
<b>Job Summary:</b> Directs, administers, and coordinates corporate activities in accordance with policies, goals, and objectives established by the chief executive officer, president, or board of directors. Develops strategic short and long-range plans to cover operations, human resources, financial performance, and growth. Master's degree preferred and extensive experience in management."						
<b>AVERAGES</b>						
	\$273,780	219	170	\$107,664	\$184,694	\$269,139
<b>DATA ADJUSTED TO: September 2019</b>						
	\$275,578	219	170	\$110,584	\$189,704	\$276,439

**Port of Newport  
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	WEIGHTED AVERAGE	NO. COMPANIES	# INCUMBENTS	BASE SALARY RANGE		
				MINIMUM	MIDPOINT	MAXIMUM
<b>Source:</b> Economic Research Institute 7/2019 ^*	median			10th Percentile		90th Percentile
<b>Title:</b> Executive Assistant	\$74,771	n/a	297	\$62,444	\$76,925	\$90,969
<b>Scope:</b> Oregon - State Average data adjusted down by 2.8% to Newport, OR; Water Transportation						
<b>Job Summary:</b> "Supports executive in staff capacity by handling a wide variety of situations involving the administrative functions of the office that cannot be brought to the attention of the executive. Advises individuals inside and outside the organization on the executive views on major policies or current issues facing the organization. Contacts or replies to contacts from high ranking individuals who may be from large national or international firms and may involve unique situations, and each contact must be handled differently, using judgment and discretion. Organizes and arranges for staff members to represent organization at meetings and conferences, using own initiative. Notes commitments made by executives during meetings and arranges for staff implementation. Reads outgoing correspondence for executive approval and alerts writers to any conflicts or departure from policies or executive's viewpoints. In executive's absence, ensures that requests for action or information are relayed to the appropriate staff member. Interprets requests, helps implement action, and decides whether executive should be notified of important or emergency matters as needed. Analyzes unit operating practices, such as record keeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures. Prepares reports including conclusions and recommendations for solution of operational and administrative problems. Issues and interprets operating policies. Coordinates collection and preparation of operating reports, such as budget expenditures, and statistical records of performance data. May compose and sign correspondence for executive. May serve as the executive's representative at meetings and express the executive's viewpoints at such meetings."						
<b>Source:</b> Wage Access 3/2019						
<b>Title:</b> Executive Secretary 4	\$64,859	71	212	\$63,851	\$66,997	\$70,142
<b>Scope:</b> National data adjusted down by 4.1% to Newport, OR; All Industries						
<b>Job Summary:</b> "Provides administrative support and assistance to senior management and executives. Screens incoming calls and visitors, and responds to general questions about the company. Reviews and answers incoming correspondence. Schedules appointments and coordinates travel. Prepares and assembles reports and presentations. May assist in preparation of budget and annual reports of organization. * Complexity - Performs advanced and specialized activities. Tasks are complicated and often vaguely defined. * Autonomy - Under minimal supervision, makes assessments and exercises discretion in						
<b>Source:</b> Milliman Oregon Public Employers 2018 2/2018						
<b>Title:</b> Executive Assistant to CEO	\$69,160	38	45	\$52,944	\$66,138	\$79,333
<b>Scope:</b> OR State average data adjusted down by 32.9% to Newport, OR						
<b>Job Summary:</b> "Provides administrative support of a highly complex and responsible nature to the chief executive officer. Interfaces with high level internal and external contacts requiring considerable discretion and initiative including independently answering telephone inquiries and correspondence. May research background material and collect data for reports, speeches, and correspondence. Coordinates meetings, arranges appointments and keeps CEO's calendar. This is the executive level position typically requiring the ability to exercise judgment and reflect the CEO's style and company policy. Typically requires extensive administrative experience to executive level management."						
<b>Source:</b> Not for Profit Times 5/2018						
<b>Title:</b> Executive Assistant	\$47,664	126	1	\$17,532	\$57,466	\$97,400
<b>Scope:</b> National data adjusted down by 2.6% to Newport, OR; All Organizations						
<b>Job Summary:</b> "This position typically provides support to the Chief Executive Officer/president/Executive Director position or other senior level staff within the organization. Provides high-level administrative support by preparing board meeting minutes and materials, creating statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings and travel. May also train and supervise lower-level clerical staff."						
<b>Source:</b> CompData Pro 7/2017						
<b>Title:</b> Executive Assistant	\$63,848	195	743	\$49,342	\$61,446	\$73,550
<b>Scope:</b> Western Region data adjusted down by 7.6% to Newport, OR; Profit Status - All						
<b>Job Summary:</b> "Assists executive in staff capacity by handling a wide variety of situations involving administrative functions of the office. Manages executive's calendar, meetings, travel, correspondence, and budget."						
<b>AVERAGES</b>						
	\$66,684.43	430	1,298	\$49,223	\$65,794	\$82,279
<b>DATA ADJUSTED TO: September 2019</b>						
	\$66,955	430	1,298	\$50,774	\$67,868	\$84,872

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POSITION: Director of Operations

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				MINIMUM	MIDPOINT	MAXIMUM
<b>Source:</b> Economic Research Institute 7/2019 ^* <b>Title:</b> Operations Director <b>Scope:</b> Oregon - State Average data adjusted down by 2.4% to Newport, OR; Water Transportation	median \$103,873	n/a	467	10th Percentile \$90,174	90th Percentile \$103,873	\$122,808
<b>Job Summary:</b> "Directs, develops, implements, publicizes, and administers operations strategies and objectives to ensure the achievement of organization's goals and objectives. Directs the operations function in conjunction with business growth, introduction of new operational systems, meeting organizational financial objectives, and meeting organizational goals in relation to safety, quality, and timely delivery of products or services. Assists with development of organization's policies, practices, and attainment of operating goals, while maintaining some management responsibility. Assesses and assists in upgrading the management talent base within operations to achieve growth and meet market needs. Coordinates needed support to operations areas through intradepartmental interface for smooth workflow and cost-efficient product or service. Manages and assists in coordinating efforts between support departments within the organization. Contributes to the overall short- and long-range planning process and in the establishment and assessment of the organization's annual operating budget. Plans, prepares, controls, monitors, and forecasts organization's direct and/or indirect budgets. Directs the capital expenditure and asset redeployment activities. Ensures attainment of efficient and economical performance in relation to profit and year-end goals. Participates in the investigation and implementation of new services, manufacturing processes, and product or systems technologies to meet the organization's objectives. Establishes, implements, revises, and maintains policies and procedures related to operations. Oversees compliance of established policies."						
<b>Source:</b> Wage Access 3/2019 <b>Title:</b> General Manager <b>Scope:</b> National data adjusted down by 4.1% to Newport, OR; All Industries	\$104,250	77	485	\$102,819	\$105,092	\$107,365
<b>Job Summary:</b> "Directs and coordinates activities of organization or facility to ensure efficient and profitable operation. Plans and develops organization policies and goals, and coordinates activities of divisions or departments for operational efficiency and economy. Directs and coordinates promotion of products manufactured or services performed to develop or increase share of market and obtain competitive position in industry. Analyzes division or department budget, and reviews activity, operating and sales reports to determine future course of programs or operations. * Responsibility - Directs and coordinates activities of a division or department at one or more locations. Job performance impacts business operations and profitability of organization. * Autonomy - Defines own goals and objectives based on corporate strategy. Has great latitude to exercise judgment and makes decisions with no existing guidelines. Has budget and hiring authority. * Supervision - Directs activities of managers and/or supervisors."						
<b>Source:</b> CompData Pro 7/2017 <b>Title:</b> Operations Director <b>Scope:</b> Western Region data adjusted down by 7.5% to Newport, OR; All Industries	\$129,778	93	113	\$105,728	\$136,068	\$166,408
<b>Job Summary:</b> "Directs the center's operations, logistics, facilities, customer service, and technical support. Manages operation processes to include value added services, planning and development, customer service, facility security, and supervision of staff. Bachelor's degree required and seven years experience."						
<b>AVERAGES</b>						
	\$106,793	170	1,065	\$99,573	\$115,011	\$132,193
<b>DATA ADJUSTED TO: September 2019</b>						
	\$107,555	170	1,065	\$101,804	\$117,587	\$135,155

^ Median salary provided in lieu of Weighted Average, which was not available

\* Salary percentiles provided in lieu of salary ranges which were not available

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**POSITION: Director of Finance and Business Services**

	WEIGHTED AVERAGE	NO. COMPANIES	# INCUMBENTS	BASE SALARY RANGE		
				MINIMUM	MIDPOINT	MAXIMUM
<b>Source:</b> Economic Research Institute 7/2019 ^^	median			10th Percentile		90th Percentile
<b>Title:</b> Director Finance	\$112,308	n/a	77	\$85,856	\$112,308	\$146,778
<b>Scope:</b> Oregon - State Average data adjusted down by 2.1% to Newport, OR; Water Transportation						
<b>Job Summary:</b> "Oversees an organization's Finance Department. Partners with the CFO and branch managers to develop annual budgets and prepare monthly forecast updates. Reviews and assures adherence to the budgets for each department in the organization. Interprets complex financial information and provides updates and information. Develops and maintains service provider, contractor, and bank and treasury relationships. Analyzes the financial climate and market trends to aid top executives in creating strategic plans. Directs the Accounts Receivable and Purchasing teams. Updates and implements financial policies and procedures. Coordinates with the Accounting Department and provides support with the month-end, quarterly, and annual reporting when necessary."						
<b>Source:</b> Wage Access 3/2019						
<b>Title:</b> Controller	\$116,953	112	138	\$112,034	\$114,480	\$116,926
<b>Scope:</b> National data adjusted down by 3.8% to Newport, OR; All Industries						
<b>Job Summary:</b> "Directs and coordinates financial activities of organization. Directs preparation of reports which summarize and forecast company business activity and financial position in areas of income, expenses and earnings. Determines depreciation rates to apply to capital assets. Establishes and recommends major economic objectives and policies for organization. Directs preparation of budgets. Arranges for audits of company accounts and prepares reports required by regulatory agencies. * Responsibility - Directs and coordinates activities of a division or department at one or more locations. Job performance impacts business operations and profitability of organization. * Autonomy - Defines own goals and objectives based on corporate strategy. Has great latitude to exercise judgment and makes decisions with no existing guidelines. Has budget and hiring authority. * Supervision - Directs activities of managers and/or supervisors."						
<b>Source:</b> Not for Profit Times 5/2018						
<b>Title:</b> Director of Finance	\$81,041	52	1	\$41,194	\$118,792	\$196,390
<b>Scope:</b> National data adjusted down by 4.2% to Newport, OR; All Organizations						
<b>Job Summary:</b> "Manages the activities and personnel for all aspects of banking, cash transaction processing and short-term investment. Responsible for oversight of cash disbursement (inclusive of expense report processing), cash management (inclusive of banking, reconciliation, forecasting, and short-term investment), and note management (note receivables and payables). Oversees the organization's banking relationships, including commercial banking, wires, lockboxes, lines/letters of credit, and relevant treasury policies and procedures."						
<b>Source:</b> CompData Pro 7/2017						
<b>Title:</b> Finance Director	\$131,258	49	61	\$104,525	\$137,871	\$171,218
<b>Scope:</b> Western Region data adjusted down by 7.5% to Newport, OR; All Industries						
<b>Job Summary:</b> "Directs the preparation of financial reports that summarize and forecast the organization's financial position, such as income statements, balance sheets, and analyses of future earnings or expenses. Oversees the accounting, audit, and budget departments. Directs the organization's issuance of credit by establishing credit-rating criteria, determining credit ceilings, and monitoring the collections of past-due accounts. Bachelor's degree required and seven years experience."						
<b>AVERAGES</b>						
	\$118,682	213	277	\$85,902	\$120,863	\$157,828
<b>DATA ADJUSTED TO: September 2019</b>						
	\$120,456	213	277	\$88,232	\$124,141	\$162,109

^ Median salary provided in lieu of Weighted Average, which was not available

\* Salary percentiles provided in lieu of salary ranges which were not available

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**POSITION: Accounting Specialist**

	WEIGHTED AVERAGE	NO. COMPANIES	# INCUMBENTS	BASE SALARY RANGE		
				MINIMUM	MIDPOINT	MAXIMUM
<b>Source:</b> Economic Research Institute 7/2019 ^^	median			10th Percentile		90th Percentile
<b>Title:</b> Accounting Clerk	\$41,404	n/a	677	\$36,857	\$41,404	\$47,170
<b>Scope:</b> Oregon - State Average data adjusted down by 3.4% to Newport, OR; Water Transportation						
<b>Job Summary:</b> "Prepares and keeps financial and business transaction data up-to-date, applying accepted procedures, and prepares reports to ensure accurate accounting records. Performs complex clerical and entry-level accounting activities. Compiles and checks source documents, such as vouchers, invoices, purchase orders, and cash receipts, for completeness and accuracy, and prepares reports. Verifies and posts details of business transactions to appropriate ledgers and journals, and totals accounts. Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items. Receives and counts cash; maintains cash book or other control records. Prepares computer input forms for processing of transaction data. Compares print-outs against source documents and journal entries to verify accuracy, and prepares input forms to reconcile errors. Periodically reviews records and subsequent computer printouts to balance accounts and to identify suspense items or delinquent accounts requiring further action. Files and maintains clerical records, and reports pertinent information to accounting and bookkeeping or technical operations. Prepares and mails bills or statements, or prepares lists of outstanding bills payable. Performs such other duties as may be assigned. Assists in balancing accounts by running tapes, proofreading, etc.; prepares summary of balances, cost information, or other reports as requested for supervisor's use in preparing financial statements. May proofread and post operations progress or other reports and make a monthly summary or recap of such reports as needed. May type vouchers, invoices, checks, account statements, reports, and other records. May reconcile bank statements. May audit and proof accounting or other reports for clerical accuracy and conformance to departmental, county, and state procedures."						
<b>Source:</b> Wage Access 3/2019						
<b>Title:</b> Accounting Clerk 2	\$39,779	79	272	\$35,467	\$37,117	\$38,768
<b>Scope:</b> National data adjusted down by 3.9% to Newport, OR; All Industries						
<b>Job Summary:</b> "Performs calculating, posting and verifying duties to obtain financial data for use in producing and maintaining accounting records. Verifies, posts and reconciles details of business transactions. Computes and records charges, refunds, cost of lost or damaged goods and freight charges. May prepare vouchers, invoices, checks, account statements, reports and other records. May reconcile bank statements. * Complexity - Performs varied activities. Tasks are involved and occasionally not clearly defined. * Autonomy - Under general supervision, exercises some discretion in routine situations. * Knowledge - Knowledge of commonly used procedures; requires some previous training."						
<b>Source:</b> Milliman Oregon Public Employers 2018 2/2018						
<b>Title:</b> Accounting Clerk - Intermediate	\$41,851	51	221	\$34,047	\$41,208	\$48,369
<b>Scope:</b> OR State average data adjusted down by 3.4% to Newport, OR						
<b>Job Summary:</b> "Performs a variety of clerical duties related to accounting. Posts to journals, ledgers and other accounting records. Prepares statements, invoices and routine reports, verifies records. May be responsible for a specific accounting function such as accounts receivable or accounts payable. Uses personal computer and other types of office equipment. This is the intermediate level position where incumbent works under general supervision. Typically requires a working knowledge of bookkeeping principles and 1-2 years of related experience."						
<b>Source:</b> Not for Profit Times 5/2018						
<b>Title:</b> Accounting Clerk	\$38,684	76	2	\$30,160	\$48,130	\$66,100
<b>Scope:</b> National data adjusted to Newport, OR; All Organizations **						
<b>Job Summary:</b> "Performs a variety of routine and some non-routine clerical/accounting functions in accordance with standard procedures in one or more of the following areas: general accounting, accounts payable, accounts receivable or related financial area, Reconciles bank accounts, posts information and balances general or subsidiary ledgers, processes payments and compiles segments of monthly closings, annual reports, etc. Contacts other departments and/or outside agencies to resolve problems."						
<b>AVERAGES</b>						
	\$41,106	206	1,172	\$34,133	\$41,965	\$50,102
<b>DATA ADJUSTED TO: September 2019</b>						
	\$41,786	206	1,172	\$35,420	\$43,548	\$51,991

^ Median salary provided in lieu of Weighted Average, which was not available

\* Salary percentiles provided in lieu of salary ranges which were not available

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**POSITION: Accounting Supervisor**

	WEIGHTED AVERAGE	NO. COMPANIES	# INCUMBENTS	BASE SALARY RANGE		
				MINIMUM	MIDPOINT	MAXIMUM
<b>Source:</b> Economic Research Institute 7/2019 ^^	median			10th Percentile		90th Percentile
<b>Title:</b> Accounting Supervisor (General)	\$84,457	n/a	167	\$70,719	\$84,457	\$102,294
<b>Scope:</b> Oregon - State Average data adjusted down by 2.6% to Newport, OR; Water Transportation						
<b>Job Summary:</b> "Supervises and trains less complex day-to-day general accounting functions and accounting operations which include coding invoices and compilation of data for various accounting reports. Oversees preparation of accounts and reports for management, including balance sheets and income statements. Reviews vouchers, accounting documents, and records submitted by staff. Suggests improvements in accounting processes. Supervises staffs who are 100 percent nonexempt; i.e., paraprofessional and clerical accounting personnel. Excludes supervisors whose staffs consist of a mix of professional and nonexempt accounting personnel. Ensures that invoices are charged to the proper accounts. Compiles records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred. Advises superior of unusual matters."						
<b>Source:</b> Wage Access 3/2019						
<b>Title:</b> Accounting Supervisor	\$69,170	44	85	\$62,561	\$63,568	\$64,575
<b>Scope:</b> National data adjusted down by 4.3% to Newport, OR; All Industries						
<b>Job Summary:</b> "Supervises and coordinates activities of accountants and clerical workers performing accounting and bookkeeping tasks. Compiles financial information to prepare entries to accounts. Audits contracts, orders and vouchers, and prepares reports to substantiate transactions. Determines work procedures, prepares work schedules and expedites workflow. Assigns duties and examines work for quality and conformance to policies and procedures. * Responsibility - Responsibility for a functional area within a department at a single location. Job performance impacts functions and activities within organizational unit. * Autonomy - Receives well defined goals and objectives. Exercises independent judgment and makes routine decisions using existing guidelines. May have hiring authority. * Supervision - Supervises activities of non-management employees."						
<b>Source:</b> Milliman Oregon Public Employers 2018 2/2018						
<b>Title:</b> Accounting Supervisor	\$74,067	28	67	\$57,859	\$71,205	\$84,550
<b>Scope:</b> OR State average data adjusted down by 2.8% to Newport, OR						
<b>Job Summary:</b> "Supervises nonexempt employees in the accounting department. May specialize in a functional area such as accounts payable, accounts receivable or inventory. Communicates with other departments regarding interaction of activities and schedules. Implements and reviews operating procedures. This is a first-line supervisory position typically requiring 5 years of accounting experience or a bachelor's degree plus 1 year of accounting experience."						
<b>Source:</b> CompData Pro 7/2017						
<b>Title:</b> Accounting Supervisor	\$65,234	52	72	\$54,701	\$68,699	\$82,698
<b>Scope:</b> Western Region data adjusted down by 7.6% to Newport, OR; All Industries						
<b>Job Summary:</b> "Supervises the work of accountants and accounting clerks in the maintenance and preparation of accounting ledgers, journals, and financial statements. Reviews account reconciliations, accruals, and financial statements for reasonableness and compliance with generally accepted accounting principles (GAAP). Analyzes and prepares reports as required. Possesses a thorough knowledge of GAAP, federal regulations, and organization's policies and procedures as they relate to financial statements. Bachelor's degree in accounting or finance required and four years experience."						
<b>AVERAGES</b>						
	\$75,814	124	391	\$61,460	\$71,982	\$83,530
<b>DATA ADJUSTED TO: September 2019</b>						
	<b>\$77,901</b>	<b>124</b>	<b>391</b>	<b>\$63,778</b>	<b>\$74,698</b>	<b>\$86,680</b>

^ Median salary provided in lieu of Weighted Average, which was not available

\* Salary percentiles provided in lieu of salary ranges which were not available



Port of Newport  
Salary Survey

POSITION: Accounting Specialist and HR Assistant (Becca)

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	WEIGHTED AVERAGE	NO. COMPANIES	# INCUMBENTS	BASE SALARY RANGE		
				MINIMUM	MIDPOINT	MAXIMUM
<b>Source:</b> Economic Research Institute 7/2019 **	median			10th Percentile		90th Percentile
<b>Title:</b> Blended Position of the Following Job Descriptions:	\$41,963	n/a	565	\$37,162	\$41,963	\$48,033
Accounting Clerk (75%)	\$42,861	n/a	677	\$38,154	\$42,861	\$48,830
Human Resources Assistant (25%)	\$45,178	n/a	117	\$39,417	\$45,178	\$52,406
<b>Scope:</b> Oregon - State Average data adjusted down by 3.4% to Newport, OR; Water Transportation						
<b>Job Summary: Accounting Clerk:</b> "Prepares and keeps financial and business transaction data up-to-date, applying accepted procedures, and prepares reports to ensure accurate accounting records. Performs complex clerical and entry-level accounting activities. Compiles and checks source documents, such as vouchers, invoices, purchase orders, and cash receipts, for completeness and accuracy, and prepares reports. Verifies and posts details of business transactions to appropriate ledgers and journals, and totals accounts. Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items. Receives and counts cash; maintains cash book or other control records. Prepares computer input forms for processing of transaction data. Compares print-outs against source documents and journal entries to verify accuracy, and prepares input forms to reconcile errors. Periodically reviews records and subsequent computer printouts to balance accounts and to identify suspense items or delinquent accounts requiring further action. Files and maintains clerical records, and reports pertinent information to accounting and bookkeeping or technical operations. Prepares and mails bills or statements, or prepares lists of outstanding bills payable. Performs such other duties as may be assigned. Assists in balancing accounts by running tapes, proofreading, etc.; prepares summary of balances, cost information, or other reports as requested for supervisor's use in preparing financial statements. May proofread and post operations progress or other reports and make a monthly summary or recap of such reports as needed. May type vouchers, invoices, checks, account statements, reports, and other records. May reconcile bank statements. May audit and proof accounting or other reports for clerical accuracy and conformance to departmental, county, and state procedures."						
<b>Human Resources Assistant:</b> "Assists one or more functional areas within Human Resources. Performs diversified clerical and administrative activities. Makes files on all new personnel, photographing and assigning employee number. Records changes on all employee status as necessary; e.g., change of address, departmental transfers, rate increases, terminations, etc. Verifies payroll changes with computer printout. Enrolls new employees in programs. Processes and records information, such as personal data, compensation, benefits, tax data; attendance, performance reviews or evaluations, and termination date and reason. Processes employment applications; and assisting in other employment activities. Conducts short orientation to explain benefits. Compiles and maintains personnel records. Updates employee files to document personnel actions and to provide information for payroll and other uses. Examines employee files to answer inquiries and provides information to authorized people. Compiles data from personnel records and prepares reports. Maintains and distributes current employee information, policy and procedure manuals, and other communication. May explain bonding procedure required by company, and assist in completion of bonding application. May compute wages and record data for use in payroll processing. May compile and maintain records for use in employee benefits administration and be designated Benefits Clerk. May prepare and file reports of accidents and injuries at establishment. May administer and score aptitude, personality, and interest tests."						
<b>Source:</b> Wage Access 3/2019						
<b>Title:</b> Blended Position of the Following Job Descriptions:	\$40,352	61	209	\$36,397	\$37,884	\$39,370
Accounting Clerk 2 (75%)	\$41,393	79	272	\$36,906	\$38,624	\$40,341
Human Resources Clerk 2 (25%)	\$37,228	8	19	\$34,870	\$35,664	\$36,457
<b>Scope:</b> National data adjusted to Newport, OR; All Industries **						
<b>Job Summary: Accounting Clerk 2:</b> "Performs calculating, posting and verifying duties to obtain financial data for use in producing and maintaining accounting records. Verifies, posts and reconciles details of business transactions. Computes and records charges, refunds, cost of lost or damaged goods and freight charges. May prepare vouchers, invoices, checks, account statements, reports and other records. May reconcile bank statements. * Complexity - Performs varied activities. Tasks are involved and occasionally not clearly defined. * Autonomy - Under general supervision, exercises some discretion in routine situations. * Knowledge - Knowledge of commonly used procedures; requires some previous training."						
<b>Human Resources Clerk 2:</b> "Files correspondence and other records in alphabetical order or according to subject matter in human resources office. Searches for information contained in files, inserts additional data, completes reports and keeps files current. Classifies material when classification is not readily discernible. Disposes of obsolete files in accordance with established retirement schedule or legal requirements. May copy records. * Complexity - Performs varied activities. Tasks are involved and occasionally not clearly defined. * Autonomy - Under general supervision, exercises some discretion in routine situations. * Knowledge - Knowledge of commonly used procedures; requires some previous training."						
<b>Source:</b> Milliman Oregon Public Employers 2018 2/2018						
<b>Title:</b> Blended Position of the Following Job Descriptions:	\$42,097	42	174	\$34,014	\$41,501	\$48,989
Accounting Clerk - Intermediate (75%)	\$43,324	51	221	\$35,245	\$42,658	\$50,071
Human Resources Assistant I (25%)	\$44,344	16	32	\$35,109	\$43,874	\$52,639
<b>Scope:</b> OR State average data adjusted down by 3.4% to Newport, OR						
<b>Job Summary: Accounting Clerk - Intermediate:</b> "Performs a variety of clerical duties related to accounting. Posts to journals, ledgers and other accounting records. Prepares statements, invoices and routine reports, verifies records. May be responsible for a specific accounting function such as accounts receivable or accounts payable. Uses personal computer and other types of office equipment. This is the intermediate level position where incumbent works under general supervision. Typically requires a working knowledge of bookkeeping principles and 1-2 years of related experience."						
<b>Human Resources Assistant I:</b> "Performs clerical duties required to assist in the human resources programs for all employee groups. May include the following intermediate level clerical job duties: prepare job posting from employment requisitions, greet job applicants, answer general employment and benefits questions, perform telephone reference checks, type general correspondence, determine eligibility and enrollment for routine benefits, coordinate-but does not conduct-employee training, and/or maintains variety of employee records. Typically requires 1-2 years clerical experience, good math and typing skills, and demonstrated communication and organization skills."						

**Port of Newport  
Salary Survey**

<b>Source:</b> Not for Profit Times 5/2018							
<b>Title:</b> Blended Position of the Following Job Descriptions:	<b>Dollars per Year</b>						
Accounting Clerk (75%)	\$37,726	65	2	\$15,310	\$39,705	\$64,100	
Human Resources Assistant (25%)	\$38,684	76	2	\$15,080	\$40,590	\$66,100	
	\$34,851	31	2	\$16,000	\$37,050	\$58,100	
<b>Scope:</b> National data adjusted to Newport, OR; All Organizations **							
<b>Job Summary: Accounting Clerk:</b> "Performs a variety of routine and some non-routine clerical/accounting functions in accordance with standard procedures in one or more of the following areas: general accounting, accounts payable, accounts receivable or related financial area, Reconciles bank accounts, posts information and balances general or subsidiary ledgers, processes payments and compiles segments of monthly closings, annual reports, etc. Contacts other departments and/or outside agencies to resolve problems."							
<b>Human Resources Assistant:</b> "Provides clerical/administrative support to one or more areas of Human resources, such as recruitment and staffing, personnel records, employee or labor relations, compensation, benefits, training and/or equal opportunity/affirmative action. Processes various applications, employment, enrollment, pay change, informational and other confidential forms and records. Gathers information and prepares reports. Maintains and distributes current employee information, policy and procedure manuals and other communications."							
<b>AVERAGES</b>		\$41,625	429	2,292	\$31,139	\$40,629	\$50,453

**DATA ADJUSTED TO: September 2019    \$42,286                    429                    2,292                    \$32,084                    \$41,862                    \$51,984**

^ Median salary provided in lieu of Weighted Average, which was not available  
\* Salary percentiles provided in lieu of salary ranges which were not available  
\*\* Geographic Adjustment not required as the difference is less than 2%

**Port of Newport  
Salary Survey  
Dollars per Year**

**POSITION: Harbormaster**

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	WEIGHTED AVERAGE	NO. COMPANIES	# INCUMBENTS	BASE SALARY RANGE		
				MINIMUM	MIDPOINT	MAXIMUM
<b>Source:</b> Economic Research Institute 7/2019 ^^	median			10th Percentile		90th Percentile
<b>Title:</b> Harbor Manager	\$79,872	n/a	567	\$65,100	\$79,872	\$99,374
<b>Scope:</b> Oregon - State Average data adjusted down by 2.7% to Newport, OR; Water Transportation						
<b>Job Summary:</b> "Manages, plans, and coordinates, through subordinate personnel, activities concerned with operation and maintenance of harbor facilities in accordance with governmental agency or commission laws, rules, policies and regulations. Heads dispatching and berthing schedules, communication operations, and assignment of port personnel to obtain optimum use of facilities, equipment, and human resources. Oversees cargo loading, unloading, and storage. Leads inspection of facilities for cleanliness, safety, and appearance, and takes required actions in order to meet prescribed standards. Processes complaints, and initiates corrective actions designed to improve customer relations and services. Initiates investigations into accidents, interviews operators concerned to determine responsibility, and takes actions on findings. Directs preparation and issuance of new schedules of operating personnel. Directs and participates in training of personnel and issues manuals, bulletins, and technical guides to improve services and operational activities. Reviews reports of expenditures for previous fiscal year, proposed improvements to facilities, and estimated increase in volume of traffic, in order to prepare budget estimates for upcoming fiscal year."						
<b>Source:</b> AAPA 2018 Annual Salary Survey 11/2018	\$67,961	4	4	\$57,771	\$69,513	\$81,255
<b>Title:</b> Harbormaster						
<b>Scope:</b> Pacific Northwest data adjusted down by 4.6% to Newport, OR ~~						
<b>Job Summary:</b> No job summary was provided by survey results.						
<b>AVERAGES</b>						
	\$79,788	4	571	\$61,435	\$74,692	\$90,315
<b>DATA ADJUSTED TO: September 2019</b>						
	<b>\$79,803</b>	<b>4</b>	<b>571</b>	<b>\$62,228</b>	<b>\$75,656</b>	<b>\$91,480</b>

^ Median salary provided in lieu of Weighted Average, which was not available

\* Salary percentiles provided in lieu of salary ranges which were not available

~~Cannot confirm all data is reflective of your Organization's position. Numbers are reflective of participant's reporting only.

POSITION: Maintenance II

[BACK TO SUMMARY](#)

Weighted Avg.	NO. COMPANIES	# INCUMBENTS	BASE SALARY RANGE			CHART FACTOR	
			WEIGHTED AVERAGE	MINIMUM	MIDPOINT		MAXIMUM
1. Incumbents							
#####	Source: Economic Research Institute 7/2019 ^^ Title: Maintenance Assistant Scope: Oregon - State Average data adjusted down by 3.4% to Newport, OR; Water Transportation	median \$37,233	n/a	927	10th Percentile \$33,563	90th Percentile \$44,395	1.0000
	<b>Job Summary:</b> "Cleans and keeps indoor and outdoor areas of buildings, equipment, and grounds maintained. Moves equipment and furniture for cleaning or renovation purposes. Inspects equipment and systems for preventive maintenance. Cleans restrooms, mops and waxes floors, empties garbage cans, and washes windows. Makes minor plumbing, electrical, HVAC, carpentry, and other routine building maintenance and repair duties. Performs minor repairs on various pieces of equipment and facilities to ensure ongoing operations of a facility. Clips shrubs, cuts and trims grass, and removes weeds. Paints exterior or interior walls and structures. Moves furniture and equipment using hand trucks, forklifts, and other tools, and follows safety guidelines pertaining to lifting, pushing, and pulling heavy objects. Keeps accurate and up-to-date records pertaining to repairs and cleaning schedules, and reports status of maintenance to management. Maintains inventory of necessary parts, cleaning supplies, and other materials needed to perform job duties."						
#####	Source: Wage Access 3/2019 Title: Maintenance Engineer 2 Scope: National data adjusted to Newport, OR; All Industries **	\$41,961	76	295	\$40,284	\$41,905 \$43,526	1.0310
	<b>Job Summary:</b> "Repairs and maintains physical structures and equipment. Replaces defective electrical switches and fixtures. Paints structures and repairs woodwork. Repairs plumbing fixtures. Repairs plaster and drywall. Inspects mechanical equipment at periodic intervals to detect malfunctions or need for repair, adjustment or lubrication. * Complexity - Performs moderately complex and specialized activities. Tasks are involved and occasionally not clearly defined. * Autonomy - Under general supervision, makes assessments and exercises some discretion in routine situations. * Knowledge - Knowledge of standardized procedures. Requires considerable training or experience."						
#####	Source: CompData Pro 7/2017 Title: Maintenance Mechanic I Scope: Western Region data adjusted down by 5.0% to Newport, OR; All Industries	\$36,670	209	6295	\$32,015	\$40,993 \$49,970	1.0672
	<b>Job Summary:</b> "Performs skilled maintenance and repair of mechanical, electrical, and other physical structures. Paints structures, performs masonry work, and repairs plumbing fixtures and woodwork. Makes repairs to tools and equipment. Maintains and installs electrical systems and fixtures. Measures, cuts, bonds, threads, assembles, and installs electrical conduit. Uses hand and power tools. Ensures tools and equipment are maintained and repaired. Assists higher-level mechanics. High school education or equivalent required and one year experience."						
#####	Source: Economic Research Institute 7/2019 ^^ Title: Gardener Landscape Scope: Oregon - State Average data adjusted down by 3.4% to Newport, OR; Water Transportation	median \$32,545	n/a	927	10th Percentile \$28,897	90th Percentile \$37,743	1.0000
	<b>Job Summary:</b> "Prepares and installs landscaping plans, and keeps grounds and landscape of private and business residences maintained. Prepares and grades terrain, applies fertilizers, seeds and sods lawns, and transplants shrubs and plants, using manual and power-operated equipment. Plants and cultivates lawns, using gardening implements and power-operated equipment. Weeds and cleans grounds, using rakes, hoes, brooms, and other gardening tools. Plants new and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location. Locates and plants shrubs, trees, and flowers selected by property owner or those recommended for particular landscape effect. Waters, aerates, mulches, mows, and trims lawns. Plants and cares for trees, shrubs, ground covers, perennials, and annuals. Trims and prunes trees and shrubs and cultivates gardens. Sprays trees and shrubs, and applies supplemental liquid and dry nutrients, pesticides, and herbicides to lawn, trees, and plants. May dig trenches and install drain tiles. May make repairs to concrete and asphalt walks and driveways."						
#####	Source: Wage Access 3/2019 Title: Gardener 2 Scope: National data adjusted down by 2.9% to Newport, OR; All Industries	\$35,551	21	158	\$36,199	\$37,986 \$39,773	1.0310
	<b>Job Summary:</b> "Maintains grounds. Cuts lawns, prunes shrubs and trees, and cleans grounds and removes litter. Sprays lawn, shrubs and trees with fertilizer, herbicides and insecticides. Plants grass, flowers, trees and shrubs. May make minor repairs on lawn and garden equipment. * Complexity - Performs varied activities. Tasks are involved and occasionally not clearly defined. * Autonomy - Under general supervision, exercises some discretion in routine situations. * Knowledge - Knowledge of commonly used procedures; requires some previous training."						
\$99,801	Source: Not for Profit Times 5/2018 Title: Groundskeeper Scope: National data adjusted to Newport, OR; All Organizations **	\$33,267	16	3	\$16,500	\$36,775 \$57,050	1.0413
	<b>Job Summary:</b> "Cut grass, repairs damaged lawns, and prunes trees and shrubs. Lays out and tends flower beds or other decorative vegetation. Removed snow and drive from walks and driveways. Performs routine cleaning and maintenance on gardening and grounds equipment. Performs all work in accordance with established safety procedures."						
AVERAGES			\$36,445.83	322	8,605	\$31,243 \$37,906 \$45,409	1.0284
DATA ADJUSTED TO: September 2019			\$38,298	322	8,605	\$32,131 \$38,983 \$46,700	

1.0508 ^ Median salary provided in lieu of Weighted Average, which was not available  
 \* Salary percentiles provided in lieu of salary ranges which were not available  
 \*\* Geographic Adjustment not required as the difference is less than 2%

Port of Newport  
Salary Survey  
[BACK TO SUMMARY](#)  
Dollars per Year

POSITION: Maintenance Supervisor

	WEIGHTED AVERAGE	NO. COMPANIES	# INCUMBENTS	BASE SALARY RANGE			CHART FACTOR			
				MINIMUM	MIDPOINT	MAXIMUM				
<b>Source:</b> Economic Research Institute 7/2019 ^^ <b>Title:</b> Maintenance Supervisor General <b>Scope:</b> Oregon - State Average data adjusted down by 2.9% to Newport, OR; Water Transportation	median \$66,608	n/a	117	10th Percentile \$56,164	90th Percentile \$66,608	\$80,614	1.0000			
<b>Job Summary:</b> "Supervises and coordinates activities of unskilled and service employees engaged in cleaning and maintaining facilities and equipment of commercial, industrial, or other establishments. Heads those who do minor and routine painting and maintenance activities and keep building and grounds in clean and orderly condition. Oversees those who may sweep and mop or scrub hallways and stairs, empty trash and garbage containers, clean bathrooms and replace supplies, and/or replace air conditioner filters. Assigns tasks to workers, and inspects completed work for conformance to standards. Issues supplies and equipment. Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment. Trains new workers, recommends discharge of incompetent workers, and performs other personnel duties as required. May requisition or purchase supplies and equipment."										
<b>Source:</b> Wage Access 3/2019 <b>Title:</b> Maintenance Supervisor <b>Scope:</b> National data adjusted down by 3.9% to Newport, OR; All Industries	\$61,093	13	27	\$64,592	\$66,422	\$68,252	1.0000			
<b>Job Summary:</b> "Supervises and coordinates activities of workers engaged in operating and maintaining facilities and facility support equipment. Reviews job orders to determine work priorities. Schedules repair, maintenance and installation of machines, tools and equipment to ensure building operations. Supervises maintenance activities on utility systems to provide continuous supply of utility services, such as heat, steam, electric power, gas or air. * Responsibility - Responsibility for a functional area within a department at a single location. Job performance impacts functions and activities within organizational unit. * Autonomy - Receives well defined goals and objectives. Exercises independent judgment and makes routine decisions using existing guidelines. May have hiring authority. * Supervision - Supervises activities of non-management employees."										
<b>Source:</b> Milliman Oregon Public Employers 2018 2/2018 <b>Title:</b> Facilities Coordinator <b>Scope:</b> OR State average data adjusted xxx by xxx to Newport, OR	\$65,016	20	38	\$51,456	\$62,037	\$72,619				
<b>Job Summary:</b> "Coordinates, tracks and ensures the appropriate execution of work orders. Selects and oversees outside vendors and contractors. Troubleshoots, analyzes, and responds to customer problems. May oversee Facilities Assistants. May report to Facilities Manager. This is a senior level position, which typically requires 2-3 years of related experience."										
<b>Source:</b> CompData Pro 7/2017 <b>Title:</b> Maintenance Supervisor I <b>Scope:</b> Western Region data adjusted down by 7.3% to Newport, OR; All Industries	\$58,308	57	139	\$50,429	\$62,155	\$73,882	1.0672			
<b>Job Summary:</b> "Supervises and trains skilled and unskilled staff in the maintenance of buildings, grounds, and equipment. Receives work priorities from a higher level manager. Delegates assignments to ensure timely and efficient completion of projects. Recommends or initiates personnel actions and administers organization's policies for the department. High school education or equivalent required and three years experience."										
AVERAGES				\$62,362	90	321	\$55,660	\$64,306	\$73,842	1.0224
DATA ADJUSTED TO: September 2019				\$56,794	90	321	\$56,907	\$65,746	\$75,496	

^ Median salary provided in lieu of Weighted Average, which was not available

\* Salary percentiles provided in lieu of salary ranges which were not available

Port of Newport  
Salary Survey  
Dollars per Year [BACK TO SUMMARY](#)

POSITION: [NOAA MOC-P Facilities Manager - and -](#)  
[Terminal Facility Supervisor - Newport International Terminal](#)

		WEIGHTED AVERAGE	NO. COMPANIES	# INCUMBENTS	BASE SALARY RANGE		
					MINIMUM	MIDPOINT	MAXIMUM
g.							
<b>Source:</b> Economic Research Institute 7/2019 ^*		median			10th Percentile		90th Percentile
<b>Title:</b> Program Manager (Non-Profit)		\$63,794	n/a	20	\$54,766	\$63,794	\$75,818
<b>Scope:</b> Oregon - State Average data adjusted down by 2.6% to Newport, OR; Water Transportation							
<b>Job Summary:</b> "Manages and coordinates the activities and administration of a designated non-profit program within an organization; and assures the programs, implementation, and activities are carried out in line with the organization's objectives, motives, and goals. Plans and develops methods and procedures for implementing program, and exercises control over personnel responsible for specific function or phase of program. Provides quality control for the organization's programs through monitoring costs, staff, activities, and final products or services, and modifies them as necessary. Conveys information, including explanation of program, direction, problems, and potential solutions, to management as well as to volunteers who are not specifically trained in a task. Oversees training and management of staff and volunteers. Reviews reports and records of activities to ensure progress is being accomplished toward specified program objective, and modifies or changes methodology as required to redirect activities and attain objectives. Prepares program reports for superiors. Controls expenditures in accordance with budget allocations."							
<b>Source:</b> Wage Access 3/2019							
<b>Title:</b> Program Manager		\$62,406	22	86	\$59,082	\$63,997	\$68,911
<b>Scope:</b> National data adjusted down by 3.9% to Newport, OR; All Industries							
<b>Job Summary:</b> "Manages and coordinates program activities of nonprofit organization. Confers with cooperating agencies to coordinate efforts and define objectives. Prepares budgets and allocates funds in accordance with provisions and agency charter. May instruct agency staff and volunteers in skills required to provide services. May requisition and arrange for maintenance of equipment. * Responsibility - Manages a project, functional area or department within a division at a single location. Job performance significantly impacts department operations and may impact profitability of organization. * Autonomy - Receives broadly defined goals and objectives. Exercises independent judgment and makes decisions with some existing guidelines. Usually has budget and/or hiring authority. * Supervision - May supervise activities of supervisors and/or non-management employees."							
<b>Source:</b> Not for Profit Times 5/2018							
<b>Title:</b> Program Director/Manager		\$62,827	21	6	\$38,440	\$71,540	\$104,640
<b>Scope:</b> National data adjusted down by 4.0% to Newport, OR; All Organizations							
<b>Job Summary:</b> "Plan, direct and manage the activities of one or more programs for an organization. May be responsible for developing new programs and services, overseeing program implementation, training staff and volunteers, establishing and managing partnerships with public and private organizations, measuring, and monitoring program success, building organizational capacity to deliver programs, reporting on program outcomes, fundraising, and budgeting. May supervise staff."							
<b>Source:</b> CompData Pro 7/2017							
<b>Title:</b> Program Manager I		\$57,350	30	264	\$53,824	\$66,677	\$79,530
<b>Scope:</b> Western Region data adjusted down by 7.2% to Newport, OR; All Industries							
<b>Job Summary:</b> "Develops and manages one of the organization's programs. Coordinates the program budget and staffing requirements and ensures the program meets its stated objectives. Bachelor's degree required and five years experience."							
<b>AVERAGES</b>		\$62,677	43	112	\$50,763	\$66,444	\$83,123
<b>DATA ADJUSTED TO: September 2019</b>		\$65,675	43	112	\$52,140	\$68,246	\$85,378

^ Median salary provided in lieu of Weighted Average, which was not available

\* Salary percentiles provided in lieu of salary ranges which were not available

**Port of Newport  
Salary Survey  
Dollars per Year** [BACK TO SUMMARY](#)

**POSITION: RV/Marina Guest Services Representative**

**(Two different ways you can go on this one - Customer Service or Hospitality. Could also blend)**

Weighted Avg. No. Incumbents		WEIGHTED AVERAGE	NO. COMPANIES	# INCUMBENTS	BASE SALARY RANGE		
					MINIMUM	MIDPOINT	MAXIMUM
\$31,021,661	<b>Source:</b> Economic Research Institute 7/2019 ^^ <b>Title:</b> Representative Customer Service (General Calls) <b>Scope:</b> Oregon - State Average data adjusted down by 3.4% to Newport, OR; Water Transportation <b>Job Summary:</b> "Interacts with customers; gives information in response to inquires about accounts, products, and services. Takes care of and settles customer complaints, special orders, or returns in-store or via phone or mail. Answers customers' questions regarding product or service and operation or maintenance. Receives and processes orders, provides information concerning pricing, changes in service, discontinuance, and shipping. Nature of products and services is at a level of complexity that usually involves up to two years of directly related study, training, and/or experience to acquire job know-how For Financial Representative, see Customer Service Representative Financial. Talks with customers by phone or in person to ensure the best service possible. Interviews customers to obtain information and explain available services. Investigates and corrects errors, following customer and company records. Adjusts complaints concerning billing or services rendered. Refers complaints of product or service failure to appropriate departments for investigation. Coordinates customers' service needs with other departments as required to ensure customer service. May solicit sale of new or additional services or products. May obtain credit records from credit reporting agency. May visit customers' premises to obtain order or resolve customer problems."	median \$38,923	n/a	797	10th Percentile \$33,151	\$38,923	90th Percentile \$45,747
\$28,962,574	<b>Source:</b> Economic Research Institute 7/2019 ^^ <b>Title:</b> Hotel Desk Clerk <b>Scope:</b> Oregon - State Average data adjusted down by 3.4% to Newport, OR; Water Transportation <b>Job Summary:</b> "Registers arriving guests, designates rooms, checks out guests at the end of their stay, and performs a variety of services for guests of hotel, motel, or other lodging establishments. Issues room key. Answers inquiries pertaining to hotel services; registration of guests; and shopping, dining, entertainment, and travel directions. Keeps records of room assignments and other registration information. Prepares and explains charges at time of check out and processes payment. Date-stamps, sorts, and racks incoming mail and messages. Transmits and receives messages. Makes and confirms reservations. May issue escort instructions to bellhop. May keep records of room availability and guests' accounts. May post charges, such as room, food, liquor, or telephone, to ledger. May make restaurant, transportation, or entertainment reservation, and arrange for tours. May deposit guests' valuables in hotel safe or safe-deposit box. May order complimentary flowers or champagne for guests May rent dock space at marina-hotel."	\$31,243	n/a	927	\$27,640	\$31,243	\$36,446
\$45,020,445	<b>Source:</b> Wage Access 3/2019 <b>Title:</b> Customer Service Representative 2 <b>Scope:</b> National data adjusted to Newport, OR; All Industries ** <b>Job Summary:</b> "Receives and investigates customer problems and complaints. Corresponds with customer and examines documentation to obtain facts regarding complaint. Examines pertinent information to determine accuracy of customer complaint and to determine responsibility for errors. Notifies customer and designated personnel of findings, adjustments and recommendations. May examine merchandise to verify complaint. May follow up with customer to ensure satisfaction. * Complexity - Performs varied activities. Tasks are involved and occasionally not clearly defined. * Autonomy - Under general supervision,	\$36,161	155	1245	\$35,433	\$38,285	\$41,136
\$26,553,717	<b>Source:</b> Milliman Oregon Public Employers 2018 2/2018 <b>Title:</b> Customer Service Representative - Intermediate <b>Scope:</b> OR State average data adjusted down by 3.4% to Newport, OR <b>Job Summary:</b> "Answers customer inquiries regarding accounts, products, or services. Troubleshoots, analyzes, and remedies customer problems, within established guidelines. May operate CRT to research or update company records. Acts as a liaison between customer and various company departments. May prepare customer correspondence. May function in a call center environment. This is the intermediate level typically requiring broad knowledge of company procedures, products, and services."	\$39,050	32	680	\$32,221	\$39,163	\$46,105
\$233,936	<b>Source:</b> Not for Profit Times 5/2018 <b>Title:</b> Desk Clerk <b>Scope:</b> National data adjusted xxx by xxx% to Newport, OR; All Organizations ** <b>Job Summary:</b> "Responsible for registering guests and assigning rooms, answering phones, providing information and assistance, issuing room keys or cards, transmitting and receiving messages, making and confirming reservations, handling maintenance requests, and providing security."	\$29,242	6	8	\$25,721	\$31,011	\$36,300
<b>AVERAGES</b>		\$35,234.50	193	2,860	30,254	34,925	39,997
<b>DATA ADJUSTED TO: September 2019</b>		\$35,650	193	2,860	\$30,938	\$35,715	\$40,901

1.0118 ^ Median salary provided in lieu of Weighted Average, which was not available  
 \* Salary percentiles provided in lieu of salary ranges which were not available  
 " Utilized Revenue Scale of 90M  
 \*\* Geographic Adjustment not required as the difference is less than 2%  
 ~ Single rate of pay

Port of Newport  
Salary Survey  
Dollars per Year

POSITION: RV Park and Marina Manager

[BACK TO SUMMARY](#)

Can you please tell me if you would like to choose one or prefer a blend of these options. Or something else? Add bookkeeping at all? Or accounting clerk?

	WEIGHTED	NO.	# INCUMBENTS	BASE SALARY RANGE			CHART FACTOR
	AVERAGE	COMPANIES		MINIMUM	MIDPOINT	MAXIMUM	
<b>Source:</b> Economic Research Institute 7/2019 ^* <b>Title:</b> Supervisor Customer Service <b>Scope:</b> Oregon - State Average data adjusted xxx by xxx% to Newport, OR; Water Transportation <b>Job Summary:</b> "Supervises and aids with planning, directing, and coordinating activities of customer service workers engaged in ensuring customer satisfaction through processing orders and coordination with other departments or functions as required. Advises workers on investigating complaints or concerns, such as those concerning rates or service in connection with any product or service offered. Reviews reports c findings and recommends response to customer issues, considering nature and complexity of issues, requirements, and actions of subordinates to ensure settlements are made correctly and satisfactorily. Maintains equipment level and type sufficient to accomplish objectives. Authorizes retention of data and preparation of documents for use during governmental or customer inquiries. Ensures compliance with established customer service policies and procedures. Recommends and implements new procedures. May receive, investigate, evaluate, and settle complaints and claims of customers. May explain to customer, by telephone or letter, action taken on complaint, or may follow up with customer to see that resolution was satisfactory."	median \$69,869	n/a	167	10th Percentile \$58,652	\$69,869	90th Percentile \$84,644	1.0000
<b>Source:</b> Economic Research Institute 7/2019 ^* <b>Title:</b> Supervisor Administrative <b>Scope:</b> Oregon - State Average data adjusted xxx by xxx% to Newport, OR; Water Transportation <b>Job Summary:</b> "Monitors daily activities and work flow of support staff and operations clerks. Ensures compliance with all regulatory mandates for all operations. Assists in budget and project planning. Prepares and generates various reports including performance metrics and labor/payroll measures for management. Supervises and coordinates administrative services activities of employees in areas such as employment, human resources, purchasing, security, maintenance, mail and messenger services, office clerical and support services, printing, telecommunications, and cafeteria services. Studies schedules and estimates time, cost, and labor estimates for products, services, and/or completion of job assignments. Assists in developing and implementing methods and procedures for monitoring work activities in order to inform management of current status of work activities. Plans and assigns work, conducts assessments, and contributes to employee development. Solicits and works with vendors necessary to the department. Interfaces with senior management to produce an effective administrative team. Provides input to department budget to identify budget needs and/or reductions, and may allocate operating budget funds. Interprets company policy to employees and enforces safety regulations. Establishes or adjusts work procedures to meet department deadlines. Recommends measures to improve methods, performance, and quality of service, and suggests changes in working conditions to increase efficiency. Analyzes and resolves work problems, or assists employees in solving work problems. May recruit, hire, train staff, evaluate employee performance, and recommend promotions, transfers, and disciplinary action."	\$59,010	1	167	\$50,326	\$59,010	\$70,573	1.0000
<b>Source:</b> Wage Access 3/2019 <b>Title:</b> <b>Scope:</b> National data adjusted xxx by xxx% to Newport, OR; All Industries <b>Job Summary:</b>	\$1	1	1	\$1	\$1	\$1	1.0000
<b>Source:</b> Milliman Oregon Public Employers 2018 2/2018 <b>Title:</b> <b>Scope:</b> OR State average data adjusted xxx by xxx to Newport, OR <b>Job Summary:</b>	\$1	1	1	\$1	\$1	\$1	1.0491
<b>Source:</b> Not for Profit Times 5/2018 <b>Title:</b> Director of Sales <b>Scope:</b> National data adjusted xxx by xxx% to Newport, OR; All Organizations <b>Job Summary:</b>	\$1	1	1	\$1	\$1	\$1	1.0413
<b>Source:</b> CompData Pro 7/2017 <b>Title:</b> <b>Scope:</b> Western Region data adjusted xxx by xxx% to Newport, OR; All Industries <b>Job Summary:</b>	\$1	1	1	\$1	\$1	\$1	1.0672
<b>AVERAGES</b>	\$63,866	1	167	\$54,489	\$64,440	\$77,609	1.0263
<b>DATA ADJUSTED TO: September 2019</b>	\$64,085	1	167	\$55,920	\$66,132	\$79,647	

^ Median salary provided in lieu of Weighted Average, which was not available

\* Salary percentiles provided in lieu of salary ranges which were not available

" Utilized Revenue Scale of 90M

\*\* Geographic Adjustment not required as the difference is less than 2%

~ Single rate of pay