



WE ARE NOW HIRING!

Director of Harbor Operations

HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

- Join the dynamic team at the Harbor District as the Director of Harbor Operations.
- Develop facility and emergency response plans.
- Oversee the management of the Harbor District's commercial properties, tideland leases and services.

Compensation:

Includes full-time salaried compensation (\$70,000 - \$95,000)
Plus benefits: medical, dental, vision, and life insurance; sick leave, paid holidays, CalPERS retirement; and 457 Plan participation.

**Please submit letter of interest and resume by Monday,
February 25, 2019 at 5 p.m.**

Position information is available at www.humboldt-bay.org/jobs. To apply, please send resume and letter of interest to clerk@humboldt-bay.org or by mail to 601 Startare Drive, Eureka, CA 95501.

DIRECTOR OF HARBOR OPERATIONS
Scope of Work

DEFINITION OF DUTIES:

Under the direction of the C Executive Director, the Director of Harbor Operations oversees the management of the Harbor District's commercial property and services including Woodley Island Marina, Fields Landing Boat Yard, Redwood Marine Terminal I and II, Red Tank Dock, No Name Dock, tideland leases and other properties as directed. The Director of Harbor Operations is a full-time, permanent, unclassified, at-will, management position.

EXAMPLES OF DUTIES: Duties may include, but are not limited to the following:

- Oversees the management of Harbor and Port Security and safety functions.
- Develops facility security and emergency response plans and exercises.
- Oversees facility security and acts as Facility Security Officer (FSO) for Redwood Marine Terminal.
- Assists in emergency response as directed.
- Directs and manages the Marina Manager and other staff regarding the management of Woodley Island Marina including slip leases, commercial slip leases, commercial office space leases and enforcing lease provisions and marina security.
- Oversees the management of tideland leases.
- Oversees the management of commercial tenant use of the District's upland properties.
- Coordinates lease billing with the Director of Administrative Services.
- Develops and implements a dredging program for the Woodley Island Marina, Fields Landing Boat Yard, Fisherman's Channel, and other district managed docks and facilities.
- Oversees the planning, permitting, and implementation/construction of complex programs and projects.
- Works with the Executive Director and other staff to identify, prioritize, schedule and implement facility maintenance needs.
- Coordinates information exchanges with relevant local, state and federal agencies and consultants as directed by Executive Director or designee.
- Works with Executive Director and Director of Administrative Services to develop facility operations budgets.
- Complies with all other duties as assigned by Executive Director.

REQUIRED QUALIFICATIONS:

- Knowledge of harbor and port operations, management and regulations, cargo vessel operations, project management, and financial administration.
- Must possess customer service skills with knowledge in customer service management, methods and techniques, and treat all individuals with courtesy, dignity, and respect.
- Understanding of strategic policy management principals and practices,

- Understanding of advanced practices for large and complex project management,
- Understanding of advanced practices for Port operations and processes.
- Ability to communicate both verbally and in-writing with internal and external staff, consultants, agencies, customers, and the public.
- Possess strong organizational and problem-solving skills.
- Computer proficiency in Microsoft Word, Excel, Outlook and internet applications.
- Pass pre-employment physical and random drug testing.
- Possess a valid California Driver's License.
- Possess a valid California Boater Card within six months of employment.
- Possess valid basic First Aid and CPR certification.
- Possess a Transportation Worker Identification Credential within six months of employment.

PHYSICAL REQUIREMENTS:

Must be able to perform the physical aspects of the job, including sitting for periods of time, operating standard office equipment; working on and around boat and watercraft, traversing uneven terrain, climbing ladders and stairs, operating a motor vehicle; lifting or carrying up to 50 lbs.; working outside in varying weather and water conditions.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in business, or maritime related field; or
- Five (5) years of increasingly responsible experience in maritime facility or marina management; or
- Five (5) years experience in commercial/property management field; or
- Four (4) years of progressive experience in the Coast Guard, Navy, or Merchant Marines.

NOT REQUIRED, BUT DESIREABLE QUALIFICATIONS:

- Possess a valid US Coast Guard Operator of Uninspected Passenger Vessel (six – pack or charter boat captain's license).
- Possess a valid Assistance Towing Endorsement
- Possess a valid US Coast Guard 25, 50, or 100 Ton Master License