



## **CRESCENT CITY HARBOR DISTRICT**

### **Job Announcement: Deputy Harbor Master**

#### **Job Summary:**

The Deputy Harbor Master is responsible for assisting the Harbor Master with staff supervision, accounting and finance oversight, harbor operational efficiency and regulatory compliance.

This is a senior level position. The successful candidate will have demonstrated a minimum of 15 years of relevant supervisory, port management or accounting experience, and some experience working for, or closely with, government entities.

Education and training must include a minimum of 15 semester units (or equivalent) of business administration, ports and marinas administration, or accounting coursework at the baccalaureate level from an accredited college or university or from one of the six state Maritime Academies.

#### **Essential Duties and Responsibilities:**

To be considered for the position, the candidate must submit a resume demonstrating education, training, experience, and skills in the following areas:

- Staff supervision
- Human Resource new hire orientation including payroll data input
- Preparation of budget documents and cost estimates
- Supervision of Accounts Payable/Accounts Receivable and Human Resources clerks
- Supervision of payments to vendors
- Project and contract management
- Training and development of subordinate accounting staff
- Governmental agency reporting

#### **Essential Attributes:**

In addition to evaluating each candidate's accounting qualifications, the following general employment attributes will be considered when competitively appraising each candidate:

- Ability to effectively communicate both verbally and in writing
- Ability to work independently
- Ability to maintain cooperative relationships with co-workers, management, vendors, and customers
- Ability to multitask, prioritize, and manage time efficiently
- Ability to prepare reports, analyze data, and identify solutions to problems

**Preferred Qualifications:**

- Experience working in a Harbor and familiarity with maritime operations
- Knowledge and familiarity with procedures/guidelines established by professional accounting organizations such as the Governmental Accounting Standards Board (gasb.org)

**Working Conditions:**

Work for this position is primarily performed indoors in an office setting. Occasionally, the incumbent may be required to go outdoors in all weather conditions onto Harbor docks and facilities to make contact with boats, which may require the usage of personal protective equipment to be worn.

**Work Status and Benefits:**

- The position is permanent, full-time
- The starting annual salary for this position is **\$50,000.00**
- Benefits include employer paid health insurance; paid holidays and time-off; Cal Ore Life Flight membership, and participation in the California Public Employees Retirement System (CalPERS).

**Work Location:**

The Crescent City Harbor District is located in Del Norte County, the northernmost coastal county in California, adjacent to the Oregon border. The rural county is notable for its mountains, temperate rainforests containing giant Coast Redwoods, rocky primitive beaches, and pristine rivers. The county population is approximately 25,000.

**Application Procedures:**

To be considered for the position, you must submit a resume demonstrating education, training, experience, and skills that qualify you for the position. Your resume must be no more than four pages in length, and typed using no less than 12-point Arial font.

Applicants who are extended a conditional offer of employment are subject to a background investigation to verify education, training, criminal history, and other criteria as permitted by law.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview.

In accordance with California Government Code Section 12940(p), the Crescent City Harbor District recognizes members of the military and veterans for purposes of awarding veteran's preference in hiring as permitted by law. To be considered for hiring preference, you must provide acceptable documentation in the form of a DD-214, "Certificate of Release or Discharge from Active Duty," which shows dates of service and discharge under honorable conditions.

The use of illegal drugs is inconsistent with the laws of the State and the special trust placed in public servants. Accordingly, it is an objective of the Crescent City Harbor District to achieve a drug-free work place. Prior to entering on duty, prospective employees are subject to screening for evidence of illegal drug usage, which may include the collection of a body fluid sample from the prospective employee.

All resumes must be received by 07/31/2020. Electronic submission via email is encouraged.

Address for email submission:

chelms@ccharbor.com (please use the subject line: "RESUME – CCHD Deputy Harbor Master")

Address for mail submission:

Crescent City Harbor District

Attn: Charlie Helms, CEO/Harbor Master

101 Citizens Dock Rd, Crescent City, CA 95531

### **Equal Opportunity Employer**

The Crescent City Harbor District is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, and the exercise of the right to family care and medical leave.

**This job announcement does not constitute a comprehensive delineation of all job duties and responsibilities. The Harbor District retains the right to change or assign duties to this position as required by organizational needs.**