



Crescent City Harbor District

Job Description:

Assistant Harbormaster

Work Days: Sunday through Saturday as needed

Hours: 40 hours per week or more as required by Harbor District needs

Classification: Exempt

Summary of Position: Under the supervision of the CEO/Harbormaster, and in accordance with policies established by the Board of Harbor Commissioners, assist with performing administrative and managerial functions related to the operation of the Harbor District. These duties include but are not limited to: operations; security; public safety; economic development; marketing, and financial reporting.

The Assistant Harbormaster's duties include but are not limited to:

- Assisting the CEO/Harbormaster in planning and achieving established objectives
- Assisting the CEO/Harbormaster with implementing the policies and ordinances approved by the Board of Harbor Commissioners
- Assisting the CEO/Harbormaster with analyzing District Ordinances and Policies and make appropriate recommendations for necessary updates to comply with legal regulations and Harbor needs
- Assisting the CEO/Harbormaster with the maintenance of Harbor Ordinances and Policies in a central location and with providing them to Harbor Commissioners in compliance with Resolution 96-5
- Assisting the CEO/Harbormaster with ensuring compliance will all laws regulating the District and its activities
- Assisting the CEO/Harbormaster with enforcing all rules and regulations that the District may legally adopt
- Supervising Harbor Security staff
- Developing job descriptions and hiring criteria for Harbor Security personnel
- Reviewing performance of Harbor Security staff on an annual basis or more frequently as needed
- Assisting the CEO/Harbormaster with ensuring compliance with rules and regulations for federal, state and local surplus property programs and the District's internal policies regarding surplus property
- Assisting the CEO/Harbormaster with the implementation of Harbor District personnel policies

- Assisting the CEO/Harbormaster with personnel administration including defining the duties of staff; filling vacancies in established positions; proposing positions to meet harbor need's; hiring, supervising, assigning, transferring and terminating District employees.
- Assisting the CEO/Harbormaster with developing evaluation procedures for District employees
- Assisting the CEO/Harbormaster with the administration of fair and equitable treatment of all tenants, customers, visitors and staff
- Assisting the CEO/Harbormaster with the resolution of complaints from the public, tenants, and staff
- Assisting the CEO/Harbormaster with the preparation of an annual budget covering all phases of harbor operations for submission to the Board of Harbor Commissioners for approval
- Assisting the CEO/Harbormaster with operating the District within budget limitations. The CEO/Harbormaster can spend up to \$10,000 without Board approval.
- Assisting the CEO/Harbormaster with creating effective marketing plans for current and future harbor activities and initiatives
- Assisting the CEO/Harbormaster with creating and implementing effective public relations and promotional campaigns.
- Assisting the CEO/Harbormaster with liaison duties between the District and its attorney and outside contractors
- Assisting the CEO/Harbormaster with representing the District before legislative, regulatory, elected officials, public and private groups as necessary for the benefit of the Harbor District
- Assisting the CEO/Harbormaster to establish effective communications and good working relationships with private and public entities and agencies
- Assisting the CEO/Harbormaster with establishing the nature, composition and frequency of reports from departmental heads and staff necessary for efficient operation of the Harbor District
- Assisting the CEO/Harbormaster with preparing and reporting to the Board of Harbor Commissioners activities of the District required by law or Board action or as deemed necessary and advisable for the smooth, continuous operation of the Harbor District
- Assisting the CEO/Harbormaster in using the marina operating system to review slip assignments, payments, vessel and owner information
- Updating the District's web site, Facebook page or other social media sites, following the guidelines established by the District's Social Media policy

Desirable Qualifications:

- Ability to defuse stressful customer service interactions and bring them to a positive conclusion
- Proficient with Microsoft Office products: Word, Excel, PowerPoint, Access
- Positive attitude
- Ability to train and supervise District staff
- Ability to analyze administrative challenges; formulate practical, logical and efficient solutions and put them into practice
- Knowledge of federal and state rules, regulations and procedures pertaining to harbors, marine activities and inland waterways
- Knowledge of budgeting techniques

- Knowledge of marketing principles and strategies and their implementation

Job Requirements:

- Valid California Driver's License
- Ability to work cooperatively in a team environment
- Must be able to move about inside the office to access file cabinets, copiers, office machinery, etc.
- Must be able to lift up to 20 pounds
- Must be honest, punctual and reliable

To Apply:

- Email your resume and cover letter to: bessary@ccharbor.com