

Port San Luis Harbor District

HARBOR MANAGER

Please return completed application to:

Port San Luis Harbor District
ATTN: Karen O'Brien
3950 Avila Beach Drive
P.O. Box 249
Avila Beach, CA 93424



Or email completed, signed application to:
kareno@portsanluis.com

Application Deadline
October 27, 2021 @ 4:30 PM

APPLICATION FOR EMPLOYMENT

(Please Print in Ink or Type)

- Date: _____
- Position Applied for: HARBOR MANAGER Email: _____
- Name: _____ Cell Phone: _____
Last First M.I.
- Mailing Address: _____
Number & Street City State Zip
- In case of emergency, notify: _____
Name Address Phone Number
- Do you have a legal right to be permanently employed in the U.S.? Yes No
At the time of appointment all new employees will be required to furnish documentation verifying their identity and authorization to work in the United States.
- Are you now or have you ever been employed by Port San Luis Harbor District? Yes No
- The District's policy states that relatives of employees or any member of the Board of Commissioners will not be eligible for employment with the District where there may exist problems of supervision, safety, security, or morale, or where there are potential conflicts of interest. Do you have a relative currently working for the Harbor District? Yes No
If yes: Name of Relative: _____ Relationship: _____
- Do you possess a valid Driver's License? Yes No State: _____ License No.: _____

10. EDUCATION/TRAINING

| Name and Location of College or University | Subject or Major | Units Completed | | Title of Degree Awarded |
|--|------------------|-----------------|---------|-------------------------|
| | | Semester | Quarter | |
| | | | | |
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List any training, certificates, licenses, computer, or language skills which directly relate to position applied for:

- Compensation expected: _____ Full-time Part-time
- I have read the Harbor Manager Job Description and the Recruitment Brochure / Job Flyer. I understand that Port San Luis Harbor District is a CA Independent Special District and, as such, is bound by CA state laws that apply to cities, counties, and other forms of local government, as well as audits of district finances and regulatory compliance of its operations. Yes No
- I have read the Harbor Manager Job Description and the Recruitment Brochure / Job Flyer. I agree that I am able to perform the essential duties, with or without accommodations, of the position of Harbor Manager. Yes No
- How did you hear of this job opening? _____ (For Survey Purposes Only)

15. **EMPLOYMENT HISTORY.** List your employment for the past 10 years, BEGINNING WITH YOUR CURRENT OR MOST RECENT EMPLOYER AND WORK BACKWARDS. List each change of title or promotion separately. Account for periods of unemployment and indicate any other experience which you feel is relevant to the position for which you are applying (e.g., volunteer experience, military experience, etc.) RESUMES MAY BE SUBMITTED IN ADDITION TO, BUT NOT IN PLACE OF, COMPLETION OF ANY PORTION OF THE APPLICATION. IT IS CRITICAL THAT YOU PROVIDE COMPLETE INFORMATION. Attach an additional sheet if extra space is needed. Employment verification may be made regarding your past experience. Check the Job Announcement for details on the qualifications the Harbor District is seeking.

Current/Most Recent Employer: _____ Phone: _____
 Address: _____
 Job Title: _____ Date Started _____ / _____ / _____ Date Left _____ / _____ / _____
Month Day Year Month Day Year
 Supervisor's Name/Job Title: _____ Hours per Week: _____
 Responsibilities: _____
 Reason for Leaving: _____

Employer: _____ Phone: _____
 Address: _____
 Job Title: _____ Date Started _____ / _____ / _____ Date Left _____ / _____ / _____
Month Day Year Month Day Year
 Supervisor's Name/Job Title: _____ Hours per Week: _____
 Responsibilities: _____
 Reason for Leaving: _____

Employer: _____ Phone: _____
 Address: _____
 Job Title: _____ Date Started _____ / _____ / _____ Date Left _____ / _____ / _____
Month Day Year Month Day Year
 Supervisor's Name/Job Title: _____ Hours per Week: _____
 Responsibilities: _____
 Reason for Leaving: _____

Employer: _____ Phone: _____
 Address: _____
 Job Title: _____ Date Started _____ / _____ / _____ Date Left _____ / _____ / _____
Month Day Year Month Day Year
 Supervisor's Name/Job Title: _____ Hours per Week: _____
 Responsibilities: _____
 Reason for Leaving: _____

16. May we contact your current employer? Yes No // Not currently employed // Past Employers? Yes No

If No, please explain: _____

Candidates may be required to undergo a post-offer physical examination and detailed background investigation at the District's expense prior to beginning work.

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, CONTINUED EMPLOYMENT OF PERSONS HIRED BY THE PORT SAN LUIS HARBOR DISTRICT AFTER NOVEMBER 6, 1986, WILL BE CONTINGENT UPON PRESENTATION BY THE EMPLOYEE, PRIOR TO BEGINNING WORK, OF ACCEPTABLE DOCUMENTS VERIFYING IDENTITY AND AUTHORIZATION FOR EMPLOYMENT IN THE UNITED STATES.

I certify that the information on this application is true to the best of my knowledge and belief, and understand that false statements, information, or willful misrepresentation shall be just cause for rejection of this application or subsequent discharge. THIS APPLICATION MUST BE SIGNED IN INK AND DATED:

Signed _____ Date _____ Rev. 10/21



PORT SAN LUIS HARBOR DISTRICT HARBOR MANAGER RECRUITMENT SUPPLEMENTAL QUESTIONNAIRE

Please briefly respond to each of the following questions by attaching sheets with responses keyed to these items. Please print or type responses and attempt to keep each response to one-half page or less. Answers to all the questions are to be included with your completed job application, cover letter and professional resume.

1. Describe the organization in which you work (or recently worked), including its size, makeup, and major issues facing it, together with your role.
 2. Detail your experience in the areas of public agency administration and public works projects.
 3. In your opinion, what are the three areas in which a good Harbor Manager focuses his/her attention on an ongoing basis?
 4. Attach a copy of a recent staff report you have prepared on an important and substantive issue to give us an example of how you communicate with the Board of Commissioners/City Council or supervisor that you report to. Please limit your sample to no more than five pages.
 5. What are the general fund, capital, and enterprise operating budgets for your current or most recent agency? Detail your role in developing, justifying, and controlling departmental and agency wide budgets.
 6. Describe your management and supervisory philosophy.
 7. Detail your experience in assembling (hiring/retaining) and leading an employee team. How many employees do you currently supervise?
 8. Summarize your experience working with elected and/or appointed officials and community groups.
 9. How do you deal with being at odds with your Board?
 10. Outline your three major accomplishments during your applicable work history.
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Harbor Manager
Job Description
October 2021

CLASS TITLE: HARBOR MANAGER

TYPE OF WORK:

The Harbor Manager serves at the pleasure and under the direction of a five-member elected Board, to prepare for and act as necessary to carry out the mission of the Port San Luis Harbor District. The Harbor Manager plans, organizes, coordinates, and directs the priorities of Port San Luis. The Manager provides direction and leadership by setting organizational goals and objectives. S/he interprets and implements policies and goals set by the Harbor Commission; coordinates the activities of the various departments of the Port; and represents the Port in the Harbor District and beyond. The Harbor Manager directly or indirectly negotiates contracts with various subcontractors and consultants providing services to the Port; carries out instructions of the Board by assigning tasks and requiring accountability; prepares and presents the Annual Operating and Capital Budget to the Board. The Harbor Manager prepares, reviews and makes recommendations regarding issues for Board consideration and action. The Harbor Manager reviews, recommends and oversees all staff hiring, evaluations and disciplinary decisions as well as provides ongoing staff supervision. The Manager communicates with Board, staff and outside agencies to provide each with pertinent information necessary to carry out their assigned functions. S/he administers all emergencies and performs additional duties as required.

EMPLOYMENT GUIDELINES:

Knowledge of:

Best practices of management, personnel, financial principles, negotiation strategies, grant procurement, use of technology, and public safety; basic understanding of public works construction projects. Laws and regulations pertaining to local public agencies.

Ability to:

Plan, organize, direct, and supervise overall activities and functions associated with a coastal port. Act as executive officer reporting to an elected Board of Commissioners, interpreting and implementing Board policies, while providing day-to-day management of the Port. Communicate effectively with the public, staff, special interest groups, businesses, and all levels of government with emphasis on, but not limited to: Board of Supervisors, Coastal Commission, California Natural Resources Department, Corps of Engineers and California Special District Association.

Desirable Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: Graduation from an accredited four-year college or university with major coursework in public or business administration, finance, accounting, engineering, or a related field and/or five (5) years of management or administrative experience, preferably in a public agency reporting to an elected Board or Council. Work experience in the harbors/ports is highly desirable but not required.

Selection Process:

The Commission will complete an objective evaluation of each candidate's application based on the established criteria: knowledge, ability, education, experience and qualifications, stated in this description. Qualified candidates will be invited to interview.

Physical Demands and Working Conditions:

An indoor/outdoor job. Physical demands include: walking, sitting, boating, hiking, occasional lifting up to twenty-five pounds, some bending, stooping and squatting. Environment is generally clean with exposure to the marine elements and limited exposure to conditions such as: dust, fumes, odors and noise.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for the position of Port San Luis Harbor Manager. I agree that I am able to perform the essential job functions as outlined, with or without any reasonable accommodations.

Signed

Print Name

Date

