



OPEN POSITION

PLEASE POST

**Port San Luis Harbor District
EMPLOYMENT OPPORTUNITY
HARBOR MANAGER**

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Opening date: October 8, 2021
Full-time, benefited position

Closing Date: October 27, 2021 @ 4:30 PM
Salary range: \$160,000 to \$190,000 Annually

Benefits include: PERS retirement (New members: 2% @ 62; Classic members: 2.7% @ 55), Social Security, paid vacation, sick & admin leave, Cafeteria plan, medical, dental, vision and life insurance + more.

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CLASS TITLE: HARBOR MANAGER

EMPLOYMENT GUIDELINES:

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.

Knowledge of:

Best practices of management, personnel, financial principles, negotiation strategies, use of technology grant procurement, public safety, basic understanding of public works construction projects, and 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: County Board of Supervisors, Coastal Commission, California Natural Resources Department, Army Corps of Engineers and California Special District Association.

Desirable Education and Experience:

A combination of training and experience providing the required knowledge, skills, and abilities is qualifying for consideration. The 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

FLSA: EXEMPT

an elected Board or Council. Work experience in harbors/ports is highly desirable but not required.

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.

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.

*****Please note that this position is a replacement for the outgoing Harbor Manager. While the District currently employs an Interim Manager, there is no incumbent candidate. All qualified applicants will be considered.*****

Application Process:

Application packages are available for pick-up at the Harbor Office:

3950 Avila Beach Drive
Port San Luis, CA.

[This is not a valid mailing address.] -

from Mon.-Fri. 8:00-12:00 – 1:00-4:30

or may be downloaded from the

Employment Section at: www.portsanluis.com.

Applications must be complete and received in the Harbor Office prior to the filing deadline: October 27, 2021 @ 4:30 PM.

Mail to:

**Port San Luis Harbor District
Attn: Karen O’Brien
Harbor Manager Recruitment
P.O. Box 249
Avila Beach, CA 93424**

-OR-

Email to: kareno@portsanluis.com.

POSTMARKS OR FAXES ARE NOT ACCEPTED. NO PHONE CALLS PLEASE.

Resumes will not be accepted *in lieu of* a completed application. Resumes must be attached to completed application, along with cover letter, supplemental questionnaire and signed job description in order to be considered. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge.

Port San Luis is an equal opportunity employer.