



MARCH 2015
FLSA: EXEMPT

ASSISTANT HARBOR MASTER

DEFINITION

Under administrative direction, assists in the planning, organizing, managing, and oversight to personnel in the administrative functions and activities of the Harbor Department, including harbor patrol; provides training on safety policies, programs, and procedures for the Harbor department; designs and implements departmental programs for compliance with health and safety regulations and policies; administers City's safety program and Illness and Injury Prevention Program (IIPP) within the Harbor department; coordinates response to occupational safety issues with safety representatives, committees, and the Human Resources Department; supervises equipment maintenance, operations, and policy enforcement; assists in coordinating assigned activities with other City departments, divisions, outside agencies, and the public; fosters cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Harbor Master in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Harbor Master and City's Personnel Officer (for safety) when performing policy, program, and procedure related duties. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is an Assistant Department Director classification in the Harbor Department. The incumbent oversees, directs, and participates in the administrative operations of the Harbor Department, including short- and long-term planning, development and administration of departmental policies, procedures, and services and providing professional-level support to the Harbor Master in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of the department and other public agencies. Responsibilities include performing and directing many of the department's day-to-day administrative functions. This class is distinguished from the Harbor Master in that the latter has overall management responsibility for all harbor programs, operations, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.



- Assumes management responsibility for major Harbor Department functions and activities, including harbor patrol, equipment maintenance, and policy enforcement operations.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned division; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Manages the development and administration of the annual budget and capital improvement budgets for the assigned division; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes disciplinary recommendations to the Harbor Master.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Harbor Master; directs the implementation of improvements.
- Participates in the development and administration of the department's Injury and illness prevention program; develops, and implements safety procedures, guidelines, and policy statements applicable to the Harbor department; reports all injuries and ensures that proper reports are completed, ensures that incident investigations take place within 24 hours to determine cause, and takes action to prevent repetition; inspects work areas to detect unsafe conditions and work practices; ensures all unsafe work conditions are corrected.
- Develops, coordinates, and administers Harbor department safety training; ensures that all personnel know, understand and follow established safety guidelines; holds group safety meetings with employees on a regular basis; ensures all personnel follow established safety guidelines; trains employees on health and safety hazards; ensures completion of all required safety training prior to assignment.
- Prepares safety bulletins, updates, hazard alerts, notifications, and safety announcements for the Harbor department; develops action plans to ensure employee safety and mitigate risk.
- Coordinates with outside agencies, other City Departments, offices, and operations to develop site-specific emergency action plans that impact the Harbor department.
- Supervises garage and warehouse maintenance staff, including mechanics; ensures compliance with safe work procedures
- Administers concessionaire usage and harbor facility usage; manages the issuance of revocable permits and City leases.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to the City Council, as well as various boards, commissions, and committees, as assigned by the Harbor Master.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of maintenance and operations and other types of harbor safety and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect departmental operations; implements policy and procedural changes as required.



- Maintains safety records for Harbor department, including records related to IIPP program.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative and safety principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Characteristics of harbor facilities and maintenance in a marine environment.
- Modern principles and practices of safety and training.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, contract negotiations and management, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Recommend and assist in developing and implementing goals, objectives, and practices for providing effective and efficient harbor operations.
- Plan, organize, and direct effective harbor services and programs.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.



- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Formulate and recommend sound safety and training policy.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skill, 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 business administration, public administration, or a related field and five (5) years of progressive management and/or administrative experience in harbor or maritime operations including at least three (3) years of supervisory experience at a mid-management level. Public safety program management experience is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of Professional Rescuer (First Aid and CPR) and Automated External Defibrillator (AED) Certifications.
- Possession of a Basic Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Certified to use California Justice Information System (CJIS) through Justice Data Interface Controller (JDIC) computer.
- Possession of a current U.S. Coast Guard Operator's License (6 passengers and above) with towing endorsements.
- Possession of a Merchant Mariner credential.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers



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open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.