



CITY OF AVALON

MARCH 2015
FLSA: EXEMPT

HARBOR MASTER

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight to personnel in the functions and activities of the Harbor Department, including harbor patrol, harbor rescue operations, fee collection, equipment maintenance, and rule enforcement operations; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a Department Director classification that serves as a member of the executive management team and oversees, directs, and participates in all activities of the Harbor Department, including short- and long-term planning, development and administration of departmental policies, procedures, and services. Duties include formulation policies, managing daily operations, and planning the use of materials and human resources. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and municipal functions and activities, including the role of an elected City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing efficient and effective departmental operation consistent with City policies and administrative guidelines. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

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 full management responsibility for all Harbor Department programs, services, and activities, including harbor patrol, harbor rescue operations, fee collection, equipment maintenance, and rule enforcement operations.



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- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Harbor Department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Manages and administers safety training for all Harbor personnel; ensures all personnel adhere to established safety guidelines; identifies and corrects unsafe conditions.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns; reviews work of department personnel to ensure compliance with applicable federal, state, and local laws, rules, codes, and regulations.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Develops cooperative working relationships and mutual aide agreements with representatives of other local public safety departments; coordinates activities with other law enforcement and public service agencies; ensures that pertinent counter intelligence and counter terrorism information is shared and addresses potential issues.
- Manages and approves the purchase of supplies and contractor services necessary for the efficient operation of harbor patrol and maintenance of all harbor department vehicles, vessels, and facilities; manages the City's fleet maintenance function.
- Conducts field inspections of capital improvement work in progress.
- Administers concessionaire usage and harbor facility usage; manages the issuance of revocable permits and City leases.
- Oversees Waterside Permits, Business Permits, Franchises, cruise ship anchorage schedules and cross channel transportation operations.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field 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 City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to and participates in emergency requests for assistance during inclement weather situations.



- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Acts as the Port Facility Security Officer as required by the Department of Homeland Security
- Oversees and administers regulatory permits and daily operations of the fuel dock
- 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, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide 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.
- Principles and practices of harbor safety program development, management in a municipal setting, and harbor safety program planning and budgeting.
- Characteristics of harbor facilities and maintenance in a marine environment.
- Marine vessel operation and safety.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, 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:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer 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 management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- 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.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of harbor programs and administrative activities.
- Operate a variety of marine vessels in varying weather and sea conditions, including towing and maneuvering ocean going vessels in emergency situations.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- 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.
- 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 seven (7) years of progressive management and/or administrative experience in harbor or maritime operations including at least five (5) 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 832 P.C. Arrest and Control Certificate (40 hour course) approved 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 United States Coast Guard Merchant Mariner credential (6 passengers and above) with towing endorsements.



PHYSICAL DEMANDS

Must possess mobility to work in and around harbor and related waterfront facilities and systems, as well as to work in a standard office setting and use standard office equipment, including a computer; maintain physical standards, including mobility and physical strength and stamina to respond to emergency situations; vision to assess situations and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and marine vessels. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. 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.