

**CRESCENT CITY HARBOR DISTRICT**  
**JOB DESCRIPTION: HARBOR MASTER/CEO**

The Crescent City Harbor District ("District") is looking for a Harbor Master/Chief Executive Officer ("CEO") who will be responsible for all management functions, harbor operations, security, and maintenance of the District. The Harbor Master/CEO ensures compliance with local regulations, permitting, fee collection, emergency planning and response, risk management, and tenant and customer relations, as well as supporting the Board of Harbor Commissioners ("Board"). The Harbor Master/CEO is expected to develop opportunities to present to the Board for how to prove harbor operations and develop growth opportunities for the District.

The Harbor Master/CEO is responsible for the administration of all activities as described above, and as expanded in the below example of duties:

1. Operate the District in the manner necessary to accomplish District objectives as established by the Board.
2. Implement and enforce District policies and ordinances and ensure compliance with all laws regulating the District and its activities.
3. Recommend to the Board matters of policy as may be necessary for effective operation.
4. Define the duties of and fill vacancies in District positions and supervise, assign, transfer, and/or terminate District employees as needed. And oversee the evaluation process for all District employees.
5. Implement District personnel policies.
6. Submit to the Board an annual budget covering all District revenue and expenses, including timely monthly reports of actuals compared to budgeted amounts to provide the Board with an assessment of budget status. To that end, ensure the District operates within the adopted budget limitation.
7. Operate an effective public relations program and ensure the District is able to respond to crisis communications events as needed.
8. Represent the District before legislative, public, and private groups as needed.
9. Assure fair and equitable treatment of all employees, customers, and tenants.
10. Establish communications and good working relationships with related private and public agencies and entities collaborating with the District.
11. Seek to resolve complaints and issues as identified by the general public.
12. Ensure compliance with land use regulations and the Crescent City Harbor District Local Coastal Program ("LCP".)
13. Serve as liaison between the District and its attorney and outside contractors.
14. Serve as liaison between the District and state and federal agencies, to ensure effective harbor operations.
15. Perform such other duties as directed by the Board.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Thorough understanding of operational and maintenance requirements of harbor facilities and equipment.
- Basic understanding of maritime and fishing industry.
- Excellent managerial skills.
- Ability to remain tactful but firm in enforcing ordinances and tariff.
- Ability to utilize industry standard equipment and contemporary electronic communications platforms.

**Education and Experience:**

- Bachelor's Degree (four year college or technical school).
- Minimum 5 years of experience in harbor management and operations, or other relevant field with similar operational demands.

**Physical Requirements:**

- Must be able to access all areas of the harbor, including docks.
- Must be able to lift up to 15 pounds at times.
- Must be able to work in inclement weather and with usual hazards associated with harbor sites.
- Must be able to work weekends and holidays as needed.

**Job Type:** Full-time

**Salary:** \$70K to \$100K a year DOE

**Work Location:** 101 Citizens Dock Road, Crescent City, CA 95531

**Benefits:** The District offers a comprehensive package of insurance benefits to eligible employees, which includes medical and dental insurance, a vision-care plan, life insurance and dependent life coverage, accidental death and dismemberment coverage. All premiums are fully paid by the District. Mandatory retirement incentive is with California Public Employees Retirement System (CalPERS.)

The District values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, gender identity or expression, veteran status or any other status protected by law.

**Application:** Please send your resumes to Bobbi Essary at [bessary@ccharbor.com](mailto:bessary@ccharbor.com)

**Deadline:** The deadline to apply is June 18<sup>th</sup>, 2021 by 5 p.m. (PDT)