

Career Opportunity

HARBORMASTER

Annual Salary: \$101,604 - \$123,504

Apply by March 25, 2022



PITTSBURG
CALIFORNIA

About the PITTSBURG Community

Known as “The Gateway to the Delta,” Pittsburg is located in Contra Costa County on the southern shore of the Suisun Bay in the East Bay region of the San Francisco Bay Area and is part of the Sacramento–San Joaquin River Delta area. The City currently has a population of over 72,000 and is ideally located with easy access to the rest of the Bay Area through two Bay Area Rapid Transit (BART) stations.

The beautifully redeveloped Pittsburg’s Old Town and Marina district is one of the crown jewels in East Contra Costa County. Located at the confluence of the Sacramento and San Joaquin rivers, Old Town has much to offer to residents and visitors alike. Recently renovated, Pittsburg’s Old Town has become the place to find good dining options, unique shopping, historical performing arts theater, professional services, and available space for growing businesses in a community that is expected to grow to 90,000 in the next 20 years. The recently renovated Marina also an ideal place to visit and is located within steps of the main Old Town shopping district and downtown living. With nearly 600 boat slips, a free public boat launch, fuel dock, cafe, bait shop, and Pittsburg Yacht Club, the Pittsburg Marina is the finest on the Delta. Pittsburg has featured such events as the Seafood and Music Festival, car shows, ice skating, movies in the park, kayaking, and fishing derbies. Pittsburg



has been a city in progress and promise for nearly a century and a half. Pittsburg is striding into the future, each day more prosperous than the one before. New homes, renovated older homes, new businesses, commercial centers and a historic district being revived are all signs of even better times to come.



City Government

The City of Pittsburg operates under a council-manager form of government and derives its authority from both the California constitution and laws enacted by the state legislature. All legislative power is held by the publicly elected five-member City Council, which consists of the Mayor and four Council Members. All Council Members have equal authority. The Mayor, however, has the additional responsibility of presiding over City Council meetings, signing official documents, and performing ceremonial functions. City Council Members are elected in November and hold office for four years. The Mayor is selected among the Council Members and serves for a one-year term. The City also has an elected Treasurer who is responsible for auditing and examining all investments made by the City of Pittsburg authorized personnel.

Pittsburg’s all funds budget for FY 21/22 is \$225.9 million and a General Fund budget of \$51.3 million with a staff of 290 FTEs. The City’s government consists of the following departments: City Attorney, City Clerk, City Manager’s Office, Community and Economic Development (Building, Economic Development, Planning, and Code Enforcement), Community Services (Housing Authority, Pittsburg Power Company, and the Successor Agency to the former Redevelopment Agency), Recreation, Human Resources, Finance, Police, and Public Works (Engineering, Operations/Maintenance, Utilities, Facilities, Parks, and Water Treatment).



For much more information on the City of Pittsburg, visit our website at www.pittsburgca.gov

ABOUT THE POSITION & MARINA

The **Harbormaster** is a mid-management level class responsible for the administrative, supervisory, and technical duties related to the Pittsburg Marina functions and activities. Duties include maintenance and operations of all facilities (safety, construction, and repair), property management and marketing duties related to berth rentals, maintaining appropriate work records, serving as a technical resource, responding to emergencies within the Marina, providing customer service, and performs other work as required

Ideal Candidate for Harbormaster:

- Ability to participate in the development of policy and procedures as well as goals and objectives for the Marina operations
- Possess working knowledge of budgeting and ability to make recommendations
- Great interpersonal skills and ability to work collaboratively with other City employees, public safety agencies, consultants, vendors, and the public
- Marina management ability pertaining to day-to-day oversight, maintenance and regulatory requirements
- Knowledge of marketing/social media and creating impactful content to engage the community in marina related recreational activities and safety
- Excellent written/oral communication and customer service skills (including complaint resolutions)
- Leadership experience that included supervising, motivating, mentoring, and managing staff that includes administrative and maintenance employees
- Flexible and adaptable to change; able to prioritize and efficiently manage multiple assignments for self and others
- Ability to operate boats, vehicles, and equipment in a safe manner; great attention to detail to maintain security, facility conditions, and hazards
- Possess exceptional management and organizational abilities
- Ability to work nights, weekends, and holidays and respond to emergency situations as necessary

The Pittsburg Marina, is located between the Sacramento and San Joaquin rivers. The Marina has 575 berths, occupies approximately 38 acres, and includes both a motorized and non-motorized public launch ramp, as well as an ADA accessible kayak launch ramp. The Marina vicinity also includes the Pittsburg Yacht Club, Elks Lodge, Regional Law Enforcement Training Center, scenic waterfront parks, the "Marina Green" event space, several restaurants, and a privately-owned marine repair yard. The Waterfront strives to bring widespread public benefit to the area by providing events and activities such as the First Friday summer series, Jazz, Blues, and Funk Festival, Fourth of July Fireworks, Fishing Derby, kayak/paddle board rentals, and the Seafood & Music Festival. The Pittsburg Marina has a standing reputation as affordable, welcoming, and picturesque.



Interested applicants are encouraged to read the complete job description online at www.governmentjobs.com/careers/pittsburg

MINIMUM QUALIFICATIONS

- **Education:** A high school diploma or G.E.D. equivalent supplemented by specialized training in marina management, business administration, recreation or related field. College level coursework and marine certifications are desirable.
Experience: Four (4) years of responsible marina program experience including two (2) years of administration and/or lead supervisory experience
- **License/Certificate:** Possession of, or ability to obtain, a valid Class C California driver's license.

COMPENSATION AND BENEFITS

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- ◆ Retirement: CalPERS with Classic employees participating with a 2% @ 60 formula with employee contribution of 10%. New members (PEPRA) participating with a 2% @ 62 formula with employee contribution of 7.25%.
- ◆ Medical: Plans provided through Kaiser and Anthem Blue Cross PPO. City pays 100% Kaiser rates and Employee pays \$7.69 per month for Anthem Blue Cross PPO plan. Family and dual rates vary.
- ◆ Dental: Delta Dental (City pays 100%).
- ◆ Vision: VSP (City pays 100%).
- ◆ Flexible Spending Account – Health: City provides matching contribution up to \$200 per year for City medical plan subscribers.
- ◆ Cash Alternative for Dental and/or Medical Opt-Out: Up to \$525 per month.
- ◆ Deferred Compensation: Under age 50: \$20,500; Over age 50: \$26,000 per calendar year with up to \$125 per month City match.
- ◆ Retirement Health Savings Account: City provides Vantage Care Retirement Health Savings (RHS) Plan with City contribution of \$75 per month and required employee contribution of \$75 per month.
- ◆ Social Security: Employee & City pay 6.2% of salary up to \$137,700 per year.
- ◆ Sick Leave: 12 days per year.
- ◆ Vacation: Up to 28 days per year based on years of continuous public service.
- ◆ Administrative Leave: up to 10 days per calendar year.
- ◆ Holidays: 13 observed holidays and 2 floating holidays.
- ◆ Other benefits include: Vacation buyback program, tuition reimbursement, wellness activities, employee assistance program, service achievement incentive, and commuter benefits.
- ◆ Recruitment Incentive: The City Manager may approve additional recruitment incentives such as signing bonus, additional vacation/sick leave pre-accruals, and/or higher vacation accrual based on continuous public sector experience.

SELECTION PROCESS

To apply for this unique and exceptional career opportunity, please complete an employment application at www.governmentjobs.com/careers/pittsburg to be considered. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase in the process. Those appearing to have the best combination of training and experience will be invited to continue in the recruitment process. If you have any questions regarding this position, please contact LaShonda Smith at 925-252-6947 or LSmith@ci.pittsburg.ca.us

The final filing date for this recruitment is **March 25, 2022.**



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