

## **CITY OF BRISBANE**

### **MARINA SERVICES DIRECTOR**

#### **Definition**

Under administrative direction of the City Manager, plans, organizes, provides administrative direction and oversight to and participates in all City Marina functions and activities, which includes the rental of docking space and the maintenance and operation of all facilities; plans, develops and promotes new programs; develops marketing and usage plans for the Marina and associated facilities; responds to emergencies and protects boats and related property in such emergency situations; provides expert professional assistance to City management staff in area of expertise; fosters cooperative working relationships with governmental agencies and various public and private groups; and performs related work as required.

#### **Class Characteristics**

The Marina Services Director oversees, directs and participates in all activities of the City's Marina, including developing proposals for expansion of services and marketing of existing services as well as participating in day-to-day operations and maintenance functions. Responsibilities include coordinating the activities of the department with those of other City departments that relate to Marina activities. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives for the office and for furthering City goals and objectives within general policy guidelines.

#### **Examples of Duties** (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Marina; prepares and administers the department's budget.
- Plans, organizes, administers, reviews and evaluates the work of office support services and maintenance staff.
- Provides for the selection, training, and work evaluation of staff; authorizes discipline as required; provides policy and procedural guidance and interpretation to staff.
- 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.
- Oversees the rental of slips to the public; provides information to tenants and ensures that all policies and procedures are explained and understood; directs the billing, receipt, deposit and accounting of all monies received.
- Responds to requests for service from tenants and potential customers; ensures that facilities and equipment are maintained in a safe, clean and orderly condition; addresses security, navigational, noise, trash and other issues, as required.
- Develops and implements a preventive maintenance program for Marina facilities in concert with other City parks and recreation maintenance activities; administers construction and maintenance contracts and confirms payment for work performed.
- Enforces all Marina rules and regulations; uses the assistance of City police and maintenance staff as required; confers with the City Attorney as required.
- Coordinates the activities of the department with those of other City departments and other public and private organizations; acts as liaison with yacht clubs and other groups who may use Marina facilities.
- Researches improvements for services and facilities; develops, recommends and implements a Marina marketing program; coordinates and hosts special events.

- Represents the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies and local public and private organizations.
- Performs minor maintenance and repair to facilities; responds to emergency and/or weather situations as required; protects boats and other property, as necessary.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances, and other written materials.
- Directs the maintenance of and maintains accurate records and files.
- Monitors changes in laws, regulations and technology that may affect office operations; recommends and implements policy and procedural changes, as required.

### **Qualifications**

#### **Knowledge of:**

- Laws, regulations and rules related to the operation of marinas, including navigational rules and regulations.
- Practices, procedures, equipment and supplies related to the construction, repair and maintenance of marina facilities.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Techniques for developing and marketing marina facilities.
- Basic principles of budget development, administration and accountability, and contract administration.
- Standard office practices and procedures, including the operation of standard office equipment.
- Computer applications related to the work.
- Techniques for effectively representing the City in contracts with governmental agencies, community groups and various business, professional and governmental organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Techniques for making effective public presentations.

#### **Skill in:**

- Planning, organizing, administering, coordinating, reviewing and evaluating the functions and activities of the City's Marina.
- Administering programs and the work of staff directly and through a subordinate level of supervision.
- Developing, recommending and implementing an effective preventive maintenance and repair program for Marina facilities.
- Developing, recommending and implementing a marketing program to maximize Marina rentals and facility usage.
- Scheduling, assigning, supervising, reviewing and evaluating the work of staff.
- Selecting, training, motivating and evaluating the work staff.
- Providing for the training and professional development of staff.

- Developing, recommending and implementing goals, objectives, policies, procedures, work standards and internal controls for the Marina.
- Interpreting, applying and explaining laws, codes, regulations and ordinances.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Performing minor maintenance and repair of Marina facilities, including responding to emergency situations.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Making effective public presentations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Possession of an Associate of Arts degree and four years of experience in directing the operations and maintenance of a public or private marina. Additional experience as outlined above in performing marina operations and/or maintenance work may be substituted for the education on a year-for-year basis. Possession of a Bachelor's degree is desirable.

**License:**

Must possess a valid California class C driver's license and have a satisfactory driving record.

**Working Conditions:**

Must be willing to pass a background investigation and to be fingerprinted for submission to the California Department of Justice. Must be willing to respond to off-hours emergencies and to work weekends and holidays upon occasion.

**Physical Demands:**

Must possess mobility to work in a standard office setting, use standard office equipment, including a computer and to inspect Marina facilities and surroundings; strength and stamina to perform minor maintenance a repair to Marina facilities and equipment and to respond to emergency situations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must be able to operate a small powerboat and to swim 25 yards unassisted.

Approved Date: October 28, 2002

Resolution: 2002-63

Revised Date:

Resolution:

Bargaining Unit: Executive Management Group

Resolution: 2002-64

Former Titles: Marina Services Manager

Abolished: