



CITY OF KODIAK
invites applications for the position of:

Harbormaster (Director)

SALARY:	\$46.00 - \$50.78 Hourly \$3,680.00 - \$4,062.40 Biweekly
DEPARTMENT:	Harbor Department
OPENING DATE:	03/31/22
CLOSING DATE:	Open until filled
DESCRIPTION:	

The City of Kodiak is recruiting for a full-time **Harbormaster**, which is responsible for the successful operations of the City of Kodiak's Port and Harbor Department. The Harbormaster would oversee the Port and Harbor Department which is comprised of St. Paul Harbor and St. Herman Harbor providing moorage for 650 vessels, the Kodiak Shipyard, and ports including Pier 1-Ferry Dock, Pier II-Fisherman's Terminal, and Pier III-Cargo Terminal.

This executive-level position under general administrative direction, plans, directs, manages, and oversees the activities and operations of the harbor department for the City of Kodiak including, but not limited to: planning and supervision of operations, maintenance, and security of City ports and harbor facilities; long-range planning, financial management, and strategic plan implementation and management and special projects as assigned; provide research and rate studies to ensure harbor enterprise funds are self-sustaining; maintain accurate cost accounting information, and recommendations for port development; supervising damage investigations and claims, manage leases and departmental records including revenues and expenditure reports.

The goal of the City of Kodiak government is to provide quality municipal services as efficiently and effectively as possible within guidelines established by federal and state law, the Charter of the City of Kodiak, the Kodiak City Code, and the citizens of Kodiak as represented by the City Council. As Director of the harbor department, the Director administers the harbor department's operating and capital budget, and manages the staff of the department in furtherance of the City's goals. On own initiative or by direction of the City Manager, the Director ensures implementation of City Council policies and direction by planning, implementing, and evaluating the department's activities, programs, and facilities. The Director must perform these duties in a manner that reflects positively on the City and the harbor department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the harbor department.

City of Kodiak: Kodiak is a home rule city with a council-manager form of government. The City of Kodiak is home to about 6,000 residents, with approximately 7,500 additional residents living in several communities on Kodiak Island. The economy of Kodiak is based on commercial fishing and seafood processing. Tourism, sport hunting and fishing, the aerospace industry, health care, and government employment also serve to strengthen Kodiak's economy. Kodiak is also home to the largest United States Coast Guard base in the nation. Kodiak is known the world over for its pristine and scenic beauty. Opportunities for outdoor sports and recreational opportunities abound with easy access to rivers, beautiful beaches, and hiking trails.

EXAMPLES OF ESSENTIAL DUTIES:

- Plan, direct, manage, supervise, and coordinate the administration and operations of the harbor department including the development and implementation of written policy, procedures, work standards, and goal/objectives.
- Directs the activity of the harbor department involving the administration of City and department policies, procedures, programs, goals and objectives including responsibility for long-range planning, financial management, and strategic plan implementation and management.
- Directs and oversees professional and managerial staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring any performance deficiencies are corrected; ensuring that employees follow policies and procedures; ensuring staff are trained; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Assists in workplace and facility training and safety programs; maintains programs to manage safety, certifications, professionalism, and proficiency of departmental staff, including documenting compliance. Conduct regular safety meetings for the harbor department.
- Enforces City ordinances, as written in City code, related to harbor activities and responsibilities.
- Develops, prepares and monitors expenditures associated with department budgets, grants, and other funding sources for programs and operations.
- Prepares strategic plans and develops and executes special projects impacting harbor department operations and activities; develops, implements and evaluates programs/projects in accordance with City and harbor department plans and policies.
- Represents the City and harbor department to the public, elected officials, other agencies, committees, and organizations including making presentations, participating in meetings, conducting community outreach, and responding to complex and sensitive inquiries.
- May be asked to review and approve bid documents; evaluate bids, quotes, and proposals; select and hires suppliers, contractors, and consultants in accordance with City ordinances, and prepare, administer, and monitor contracts and agreements as directed by the City Manager.
- Assist City leadership with emergency situations to include earthquake/tsunami response or other public emergencies requiring the emergency operations center to activate and may fill a role as a member of the emergency operations center.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Minimum Qualifications:

Bachelor's degree in public administration, business administration, or field related to area of assignment; 8-10 years progressively responsible professional harbor experience, including at least five years of executive management experience with supervisory experience and responsibility; or, an equivalent combination of education and/or experience sufficient to successfully perform the essential duties of the position. Transportation Worker Identification Card (TWIC) and valid Alaska driver's license or ability to obtain within 30 days of hire.

Preferred qualifications:

- Port Management certification
- Hazmat certifications

*****Starting salary is based on qualifications and experience.*****

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, bending, kneeling, crouching, balancing, talking, hearing, seeing and repetitive motions. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Functions of this position require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; operate office equipment including use of computer keyboard; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles, boating crafts and equipment.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

WORKING CONDITIONS:

Work is performed primarily in a standard office and field work within harbor facilities with frequent travel to various locations to attend meetings and/or perform department activities. The employee occasionally works near moving mechanical parts; exposed to outside weather conditions and wet and/or humid conditions; exposed to fumes or airborne particles, toxic or caustic chemicals, and vibration; the noise level in the work environment is usually low to moderate; however, the noise level is occasionally louder due to machinery or equipment, etc.

Non-traditional work hours are necessary, including working extended hours including evenings and weekends. Subject to mandatory call back at any time. Required to attend City Council or other public meetings as assigned. Some travel may be required.

Interested individuals should submit:

- ***Completed application***
- ***Letter of interest***
- ***Resume***
- ***Professional References***

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.city.kodiak.ak.us/hr>

Position #21-00047
HARBORMASTER (DIRECTOR)
NS

710 Mill Bay Road
Kodiak, AK 99615
907-486-8653

hr@city.kodiak.ak.us
