CITY OF OCEANSIDE

REVISED: JAN 2006
CLASS CODE: 1109UE
UNIT: UNREP/EXEC

HARBOR AND BEACHES DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Directs and supervises the administration of all Harbor and Beaches departmental operations, ensuring that all laws, ordinances, resolutions, policies, procedures, rules, and contracts are enforced and executed. Directs and administers the City's harbor, harbor police, beaches, lifeguards, and pier; ensures that the harbor, beaches, and pier are maintained in a usable and attractive manner, in accordance with public policy mandated by the City Council and various county, state, and federal agencies; and performs other related work as assigned.

EXAMPLES OF DUTIES – *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Provides guidance and direction to all departmental operations in accordance with policy guidelines established by the City Council and City Manager; responsible for the proper functioning of all departmental divisions, and for the supervision and evaluation of all managers; plans, organizes, directs, and coordinates the operation of harbor, beach, and pier facilities, including the administration of City-owned commercial property leased to private entities and various public facilities such as hotels, restaurants, retail village, sport fishing, yacht brokers, docks, and vehicle parking sites; negotiates, acquires, leases and finances real property; participates in the Master Plan development for the harbor and adjacent areas; performs need analyses concerning harbor facility development; directs the application and administration of federal, state, and local grants; enforces obligations of private leaseholders under contract to the City; enforces regulatory measures as outlined in the appropriate leases and ordinances; monitors and oversees the department budget including the capital improvement budget; assigns work and supervises professional and clerical staff performing financial management and lease oversight, including training, evaluation and disciplinary action; prepares fiscal and activity reports; and performs other related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles and practices of public administration and management.
Principles and practices of public safety administration.
Property management and administration of harbor activities including federal, state, and local laws and ordinances.
Property management lease negotiation and compliance.
Principles and techniques of supervision.
Principles of fiscal management and budget control.
Federal, state, and local grant program rules and regulations.

Ability to:

Efficiently manage the operation of the Harbor and Beaches functions.
Prepare and administer a department budget.
Plan, assign, and supervise the work of subordinate staff.
Analyze complex financial and contractual problems.
Prepare, review and interpret complex financial reports, summaries and data.
Read, interpret and apply complex laws, rules and regulations.
Communicate effectively, both verbally and in writing.
Establish and maintain effective working relationships with other employees, City officials, outside agencies, and the general public.

Experience and Training Guidelines

Experience:

Five years of experience in business, industry or government involving administrative or fiscal management, supervision and public relations.

Training:

A Bachelor's degree or higher in business administration, public administration, or a closely related field.

License:

A current, valid, California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office, harbor, and beach environment; exposure to variety of weather conditions; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.