CITY OF OCEANSIDE

REV: August 2010
CLASS CODE: MGR 44
UNIT: UMGMT

HARBOR AND BEACHES COORDINATOR

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

Under general direction, oversees and coordinates assigned program activities within the Harbor and Beaches Division, Public Works Department, such as those associated with, but not limited to, maintenance services and marina management; implements program goals and objectives and performs a variety of administrative, professional, and technical tasks in support of assigned area of responsibility; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a professional administrative position of considerable knowledge and competence, performing technical and administrative tasks. Positions at this level require extensive knowledge of the City of Oceanside Harbor and Beaches; Division operations, administration and management. The incumbent will exercise considerable initiative in developing and implementing goals and objectives to meet the needs of the City.

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.*

Develops, coordinates, assigns and prioritizes the work of staff responsible for the Harbor and Beaches Division; reviews work of staff and prepares status reports; develops recommendations for solutions to administrative issues; develops long range plans and programs; reviews, analyzes, develops and implements strategies regarding legislation; prepares analytical studies, projects and staff reports; prepares applications for grant funding and monitors grant-funded project and program funds; makes presentations to City Council, community groups and other governmental officials; serves as the staff liaison to the Harbors and Beaches Advisory Committee, identifies and evaluates opportunities to improve efficiency; formulates recommendations and implementation plans for solutions to management and operational issues; determines the effectiveness of selected programs; provides effective management; participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; reviews programs to ensure compliance with all Departmental, City, County, State and Federal guidelines; coordinates department budget issues; monitors expenditures; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Pertinent Federal, State and local laws, codes and regulations;
- Principles of project management and administration;
- Principles of fiscal management and budget control;
- Modern office procedures, methods, and equipment including computers and applicable software applications;
- Principles and procedures of record keeping;
- Principles of fiscal, statistical, and administrative research, evaluation, and report preparation;
- Principles and practices of business communication, including business letter writing and report preparation, oral speaking and presentation; and
- Occupational safety hazards and safe work practices.

Ability to:

- Interpret administrative and departmental policies and procedures as well as State and local laws, statutes, codes, and regulations;
- Plan, assign and supervise the work of subordinate staff;
- Respond to request and inquires from the general public;
- Exercise independent judgment in managing multiple projects with competing priorities and deadlines, and take appropriate action to meet schedules and deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with other employees, City officials, outside agencies and the general public.
- Operate computer equipment and software applications related to assignment.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.

Experience and Training Guidelines

Experience:

Five years of increasingly responsible experience in the supervision or management of a harbor and beach facility. Prior marina management experience is desirable.

Training:

Graduation from high school, supplemented by college or university course work leading to a Bachelor's degree in public administration, business administration, or a related field.

License or Certificates:

Possession of, or the ability to obtain, a valid California Drivers License.

WORKING CONDITIONS

Environmental Conditions:

Office, and field environment; exposure to computer screens and audio/visual equipment, firearms, vehicle operations and exposure to variety of weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting and/or standing for long periods of time, frequent bending, turning, reaching, grasping, kneeling, and walking; visual acuity to read and interpret information.