



HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT EXECUTIVE DIRECTOR JOB DESCRIPTION

General Job Description:

The Humboldt Bay Harbor, Recreation and Conservation District mission is to “serve all of the people of Humboldt County by promoting harbor use, enhancing recreational opportunities and protecting bay and tidal environments.” The Executive Director of the District is responsible for the District’s overall leadership and management, and works closely with the Board of Commissioners to develop and accomplish long term District goals.

The Executive Director provides supervision and leadership to a diverse and talented staff, and is responsible for creating a positive and inclusive work environment that fosters teamwork and a passion for serving the people of Humboldt County. The Executive Director also is responsible for the District’s financial, environmental and regulatory compliance; and for relations with District customers and prospects, community and industry associations, the District’s attorney, planner, engineer, accountant, contractors, business advisers, and the public.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. General Administration

- A. Direct District activities in accordance with the ordinances established by the Board.
- B. Recommend policies, plans and programs, and provide the Board with information necessary to the Board’s policy-making functions.
- C. Supervise the provision of a broad program of port, recreation, commerce and conservation that meet the needs and desires of community residents.
- D. Organize and supervise an efficient administrative organization for the District. Develop, review, analyze and implement operational procedures required to effectively manage day-to-day operations and implement Board-approved policies and decisions.
- E. Oversee District assets, facilities development and maintenance to meet community needs.
- F. Oversee the development and operation of the revenue facilities of the District.
- G. Develop economic development, environmental stewardship and quality of life strategies for District and community benefit.

2. Planning

- A. Carry out recommended District goals, policies and objectives, with strategies and implementation measures for their achievement.
- B. Be aware of and represent the District in all matters pertaining to land use and zoning changes, land development and related concerns which affect the District’s current and future interests.
- C. Make recommendations to the Board concerning land acquisition, entitlement and facility development. These recommendations shall reflect thorough analysis of available District resources, competing and current public needs and projected community needs.
- D. Coordinate and lead the development and implementation of the District’s Strategic Planning. Conduct and/or supervise any research, surveys and feasibility studies

necessary for development of these plans and programs. Work in conjunction with consultants as deemed appropriate.

- E. Work with the Board and citizen committees and implement methods of involving the public in the District's planning/decision-making process.
- F. Work with staff and coordinate with local, state and federal agencies, including recognized tribal governments in matters that impact District project development.

3. Finance and Economics

- A. Develop and recommend to the Board a yearly working budget, appropriation ordinance, prevailing wage ordinance and tax levy ordinance following a specific timeline.
- B. Work with the staff, Officers, Budget Committee, and the Board in preparing a budget; see that the organization operates within budget guidelines.
- C. Plan and coordinate efforts to receive federal, state and local funds to assist the District's operations, services and infrastructure maintenance.
- D. Supervise preparation of requests for grants from various state and federal programs related to harbor, recreation and conservation.
- E. Select a qualified accounting firm and oversee annual audits
- F. Support District Economic Development Committee efforts to publicize and promote harbor commerce activities and programs

4. Personnel

- A. Be responsible for the recruitment, employment, management and release of all personnel.
- B. Ensure that job descriptions are developed, that regular performance evaluations are held, employment laws are followed and that sound human resource practices are in place.
- C. See that an effective management team, with appropriate succession provision, is in place.
- D. Encourage staff development, training and education, and assist staff in relating their specialized work for the District.
- E. Maintain a climate which attracts, keeps and motivates a diverse staff of top quality people. Offer incentives, where possible, to reward exceptional work

5. Public Relations

- A. Maintain good relations with the public, accurately represent to the Board the needs of various community and interest groups. Develop, maintain and supervise an effective program for handling citizen suggestions complaints and inquiries.
- B. Develop and maintain a comprehensive marketing and social media program to promote the District's image, facilities, programs and special events.
- C. Act as the representative of the District in providing information to the news media in supplying information to the public concerning Board policies and actions.
- D. Ensure that District staff and officers have the ability to provide and understand the importance of maintaining courteous relations with the public.
- E. Promote greater understanding and support of District activities by participating and representing the District at various governmental, civic and community functions.

- F. Promote active and broad participation by volunteers, civic groups and non-profits in all areas of the District's work.

6. Political

- A. Become thoroughly familiar with the District's ordinances and policies. Be aware of other federal, state and local statutes and ordinances, both existing and proposed, which affect District operations
- B. Establish a program of efficient intergovernmental cooperation, and maintain continuing cooperative relationship with staff and appointed and elected officials of other governmental units and non-governmental organizations.
- C. Work with District's attorney in conjunction with Board established policies, procedures and directives in handling of District legal matters.

7. Safety, Health and Loss Control

- A. Support and promote or cause to be changed all policies relating to safety, health and loss control as accepted by the Board.
- B. Require all responsible personnel to provide regular timely reports and summaries of incidents within the realm of safety, health and loss control.
- C. Require and ensure that District staff support, promote or cause to be changed all Board adopted safety, health and loss control policies and procedures and receive and maintain necessary health and safety certifications. .

8. Required Training and Experience

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- A. Bachelors Degree (required) from an accredited university or college with a major in Public Administration, Business Administration, Engineering (Marine Transportation, Civil or Environmental), Environmental Planning, or closely related field; or five years direct port management experience.
- B. A minimum of Seven years of increasingly responsible and broad experience in engineering, administration or management in a private or public agency. Preference for experience in port and/or marine resources, dredging (either through lobbying Congress for Army Corps funding, permitting, or dredge operation), transportation and planning fields. Background should include experience in working with an elected Board or Commission and responsibility for planning, development and implementation of programs, budgets and operations.

9. Special Requirements

- A. Must possess a valid California Driver's license, or the ability to obtain one within 3 months of being hired and must maintain a driving record acceptable to the District and its insurance carrier. Compliance with this requirement is a condition of continuing employment.
- B. Must qualify for fiduciary bonding.
- C. Must be able to occasionally work evenings and weekends. Must be available to work following an emergency that affects the District's operations.

Salary: \$100,000-\$130,000 plus benefits

**HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION
DISTRICT**

EXECUTIVE DIRECTOR OFFICER POSITION

QUALIFICATIONS AND DESIRABLE ASSETS

Qualifications

1. At least seven years of top level supervisory and management experience
2. Minimum four-year college degree with a major in Public Administration, Business Administration, Engineering, Environmental Planning, Science or a similar field. Or five years of direct port management.
3. Fiscal planning experience and budget development
4. Strategic program planning and implementation experience
5. Experience dealing with regulatory agencies and environmental permitting/dredging
6. Strong verbal and written communications skills
7. Substantial successful track records in acquiring grants
8. Experience with stakeholder involvement

Desirable Assets

1. Advanced degree in Public Administration, Business, Business Administration, Engineering, Environmental Planning, Science or related field
2. Strong preference for experience in port and/or marine resources and planning
3. Track record of successful economic development
4. Experience with or on elected or appointed board of directors
5. Successful track record building staff capacity and skills
6. Experience in negotiating leases, MOUs and contracts, including labor contracts