



WE ARE NOW HIRING!

HARBOR SPECIALIST I, II, OR III

HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

- Great opportunity for professional advancement within a growing district
- Perform professional and technical activities related to development, conservation, and recreation programs Including: permit & regulatory compliance; planning; grant writing/management; leasing/property management; land & water management; and fish & wildlife programs
- Compensation: full-time position

Harbor Specialist I \$18 - \$22 per hr

Harbor Specialist II \$22 - \$26 per hr

Harbor Specialist III \$26 - \$30 per hr

Plus benefits: medical, dental, vision, and life insurance; sick leave, paid holidays, CalPERS retirement; and 457 Plan participation.

Please submit letter of interest and resume by
May 14, 2018, 5 p.m.

Complete position information is available at www.humboldt-bay.org/jobs. To apply for position, please send resume and letter of interest to Executive Director (loetker@humboldt-bay.org) or mail to 601 Startare Drive, Eureka, CA 95501.

HARBOR SPECIALIST I, II, and III

DEFINITION

Under the direct or general supervision of higher level staff, performs a variety of professional and technical routine to complex activities as they relate to the Harbor District's development, conservation, and recreation programs. Such activities include, but are not limited to, permit and regulatory compliance; current and long-term planning; research; grant writing and management; leasing and property management; acquisition and development; land and water management; and fish and wildlife programs, projects, and all other related duties as assigned.

CLASS CHARACTERISTICS

Harbor Specialist I: This is the entry-level class in the Harbor Specialist I, II, and III series. This class is distinguished from the Harbor Specialist II by the performance of the more routine tasks and duties assigned to positions within the series while gaining knowledge and abilities. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately staffed with the Harbor Specialist II and incumbents may advance to the higher level upon meeting the promotional requirements established for the position.

Harbor Specialist II: This is the journey-level class in the Harbor Specialist I/II series. This class is distinguished from the Harbor Specialist I by the performance of the full range of more complex duties. This class requires only general direction or assistance as new or unusual situations arise and employees are fully aware of the operating procedures and policies of the work unit. This class is further distinguished from the Harbor Specialist I by the size, breadth, and complexity of the projects or programs for which they are responsible. The Harbor Specialist II is responsible for implementing the District's development, recreation and conservation programs, works with higher level staff on more complex projects and negotiations, and may exercise technical and functional supervision over assigned staff. This class is flexibly staffed and normally filled by promotion from the lower class of Harbor Specialist I, or when filled from the outside, requires satisfactory demonstration of ability to meet the requirements established for promotion to the position.

Harbor Specialist III: This is the advanced journey-level class in the Harbor Specialist I, II, and III series. This class is distinguished from the Harbor Specialist II by the independent performance of the full range of more complex duties and the level of advanced expertise that is gained through years of experience. This class requires only limited direction as new or unusual situations arise. This class is further distinguished from the Harbor Specialist II by the size, breadth, and complexity of the projects or programs for which they are responsible.

EXAMPLES OF DUTIES – duties may include, but are not limited to the following:

- Implementation of the policies contained in the Humboldt Bay Management Plan.
- Prepares meeting materials, reports, informational displays and presentations.
- Writing, administering, and implementing grants.
- Implementing the Harbor District's development permit processing and monitoring program.
- Assisting in environmental (CEQA) documentation/ compliance for permits, programs, and projects.
- Coordinating planning efforts and permit requirements of the Harbor District and other agencies.
- Developing or participating in field research and data.
- Attends meetings at the Harbor District office, in the field, and out of the Humboldt Bay area.
- Works closely with the Harbor District's Executive Director and other staff in the acquisition, management, uses, operation, and maintenance activities related to tidelands, wetlands or wildlife areas.
- Works with partner Agencies in the control and eradication of non-indigenous plant and animal species.
- Documents and analyses biological information.
- Samples flora, fauna and water quality as required.
- Prepares and coordinates feasibility analysis and planning.
- Determines property improvement needs; assists in the preparation of construction specifications; coordinates project bidding, contract management and payment disbursement.
- Conducts work progress inspections; prepares requests for payments to contractors as needed.
- Assists in analyzing recreational, commercial fisheries and business needs, including but not limited to, implementing responsive projects, reviewing financials, job creation, harvesting, and numbers of users and activities.
- Coordinates real property leasing, including marketing and advertising; preparing and processing leases; invoicing, monitoring and collecting rents; monitoring lease terms; regularly inspecting to ensure safety and compliance, performing minor repairs and coordinating those that require outsourcing, and handling tenant inquiries and complaints.
- Assists in emergency response as directed.
- Performs other duties as assigned.

REQUIREMENTS

- Must possess a valid California Driver License.
- Must be proficient in the use of general office equipment, computer programs and technology.
- Knowledge must stay current in the areas of the duties and activities described in this job description.
- Must be willing to work nights, weekends, standby, on-call, and overtime as necessary.

PHYSICAL REQUIREMENTS

Must be able to perform the physical aspects of the job, including sitting for periods of time, operating standard office equipment, including a computer; working on and around boat and watercraft, traversing uneven terrain, climbing ladders and stairs, operating a motor vehicle; lifting or carrying up to 50 lbs.; working outside in varying weather and water conditions.

EXPERIENCE AND TRAINING

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Harbor Specialist I: Equivalent to a bachelor's degree from an accredited college or university with major coursework in water management, oceanography, conservation, fisheries, wildlife, biology, botany, recreation, economic development, planning, public administration, or a related field.

Harbor Specialist II: A Bachelor's degree and at least two (2) years experience in water management, oceanography, conservation, fisheries, wildlife, biology, botany, recreation, economic development, planning, public administration, or a related field is desirable. A Master's Degree in a related field may qualify for two years work experience.

Harbor Specialist III: Satisfactory demonstration of at least five (5) years experience independently performing the duties of Harbor Specialist II, and the ability to perform the specific tasks established for promotion to the position.