

**HUMBOLDT BAY HARBOR, RECREATION
AND CONSERVATION DISTRICT
INVITES APPLICATIONS FOR THE POSITION OF

DEVELOPMENT DIRECTOR**



Humboldt Bay Harbor District
Woodley Island Marina
601 Startare Drive
Eureka, CA 95501
(707) 443-0801



The tidelands, bays, and estuaries of Humboldt County have unique and diverse management needs. The Humboldt Bay Harbor, Recreation and Conservation District was created in 1973 to address these needs. The District oversees planned development of the harbors and ports within the District, as well as protection of the natural resources located here. It is a countywide agency with permit jurisdiction over all tide, submerged and other lands granted to the District, including all of Humboldt Bay.

One of California's most pristine estuarine environments, Humboldt Bay is the second-largest natural bay in the state. It presents a wide variety of unique habitats—such as open water, shallow water, mud and sand flats, salt marshes and ponds, agricultural lands, sand beaches, islands, and woody riparian vegetation. The Harbor District owns and operates a 240-slip marina, two marine terminals; a boat yard, Fisherman's Channel, boat storage and launch services and manages tidelands for the State of California.

District operations focus on three primary areas: commercial use, recreational use, and conservation. These operations are managed by a staff of employees and are governed by an elected board of commissioners.



Visit us at www.humboldtby.org



Shelter Cove

Ideal Candidate:

The Harbor District is working on several large and important development projects around the Bay which will help to reestablish Humboldt Bay as a regional economic hub and a Port of State and national significance. These projects include:

- ⇒ an approximately \$500 million 660,000 square foot indoor recirculating aquaculture development.
- ⇒ Up to four transpacific broadband fiber optic cables landing on Harbor District property and connecting Indonesia, Taiwan, Australia, and Japan to the rest of the US broadband grid.
- ⇒ Developing a 168 acre site into the West Coast Hub for the offshore wind Industry.
- ⇒ Working with private property owners to revitalize 100's of acres of Industrial property directly adjacent to Humboldt Bay's 6 miles of federally maintained deep water navigation channel.

The Development Director will play a significant role in shaping the future of the Humboldt County's economy. The candidate must have vision, and be able to collaborate with International, Federal, State, and local partners.

Compensation:

- Development Director I \$65,771 - \$85,000
- Development Director II \$85,116 - \$110,000

Resolution 2021-12 established incentive salary increase for meeting development milestones:

Benefits:

- Medical, Dental, Vision, Life insurance
- Vacation and Sick Leave
- 11 Paid Holidays
- 2 Personal days
- 5 Management Days
- 457 Plan participation
- CalPERS Retirement

Selection Process:

Candidates should complete application available at www.humboldtby.org, submit a cover letter, resume, and answer the questionnaire. **Completed application materials must be submitted to districtplanner@humboldtby.org by September 20, 2021.**

Candidates requiring special assistance in any phase of the application or selection process should contact districtplanner@humboldtby.org

Applications will be reviewed in detail to identify the most qualified candidates to interview. Those selected will be notified for interviews in **late September**. To be considered for this exciting opportunity, candidates should complete an online application which thoroughly details their experience and qualification that makes them the ideal candidate for this position.





WE ARE NOW HIRING!

Director of Development I or II

HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

- Join the dynamic team at the Harbor District as the Director of Development
- Plan and manage development activities for the District.
- Oversee permitting within Humboldt Bay.
- Coordinate all activities for a Multipurpose Terminal including planning, funding, permitting, developing and marketing.

This is a full-time salaried position. Compensation for DDI is \$65,000 to \$85,000, DDII is \$85,000 to \$110,000.

Benefits include: Medical, Dental, Vision and Life Insurance; Paid Vacation, Sick Leave and Holidays; CalPERS Retirement and 457 Plan Participation.

**Please submit letter of interest and resume by Monday,
September 20, 2021 at 5 p.m.**

Position information is available at www.humboldtbay.org/jobs. To apply, please send resume and letter of interest to districtplanner@humboldtbay.org or by mail to 601 Startare Drive, Eureka, CA 95501.

Director of Development I and II
Position Description (8-26-2021)

DEFINITION

Under the direction of the Executive Director, the Director of Development plans, organizes, and manages the short and long term development activities for the District, as well as, the permitting of other development within Humboldt Bay as outlined in the Humboldt Bay Management Plan (HBMP) and District Ordinances. The position is responsible for coordinating all activities associated with planning, funding, permitting, developing, and marketing a new multipurpose terminal and coordinating with other private terminal operators to facilitate their development objectives which are in-line with the HBMP.

CLASS CHARACTERISTICS

Director of Development I: This is the mid management class in the Director of Development I and II series. This class is distinguished from the Director of Development II by the performance of the mid management 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 position is alternately staffed with the Director of Development II and incumbents may advance to the higher level upon meeting the promotional requirements established for the position.

Director of Development II: This is the upper management class in the Director of Development I and II series. This class is distinguished from the Director of Development I 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 flexibly staffed and normally filled by promotion from the Director of Development I, or when filled from the outside, requires satisfactory demonstration of ability to meet the requirements established for promotion to the position.

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

- Implementation of the policies contained in the Humboldt Bay Management Plan.
- Implementing the Harbor District’s development permit processing, CEQA compliance and permit monitoring program.
- Coordinating planning efforts and permit requirements of the Harbor District and other agencies.
- Plan, execute, and complete all assigned development, construction and special projects:
 - Establish project schedule.
 - Define scope and allocate resources for project performance and completion.
 - Lead planning, design, and implementation with the project team.
 - Develop project budget and maintain job cost reports.

- Ensure timely and accurate submission of invoices for payments and draw requests including any necessary material and labor lien release.
 - Develop and implement marketing strategy(s).
 - Develop and implement project financing plan(s).
 - Identify and apply for grants to achieve District objectives.
 - Identify critical path for project completion and success.
- Prepare contracts, Request for Proposals, and handle sensitive legal, employment, real estate, and other documents to support the activities of the District.
 - Develop budgets and track short-term and long-term expenses, equipment, resource needs, and development budgets of the District projects.
 - Organizes and conducts staff orientation, performance evaluations, counseling, discipline, professional development and training of employees.
 - Attend, convene and lead meetings, conferences, activities, and engagements with stakeholder groups, partner agencies, and other organizations.
 - Coordinate with grant partners, lenders and technical assistance consultants.
 - Supervise internal team members and collaborate with District Planner, District Engineer, consultants to facilitate an overall project team.
 - Provides project management for the most complex planning studies; analyzes site design, environmental constraints, circulation, land use compatibility, utilities and other services Ensures project compliance with federal, state and local laws, rules and regulations.
 - Confers with engineers, developers, architects and a variety of agencies and the general public regarding District development projects.
 - Represents the District to outside agencies; explains and interprets District programs, policies, and activities; negotiates and resolves significant and controversial issues.
 - Conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
 - Negotiates contracts and agreements; coordinates with legal counsel to determine District needs and requirements for contractual services.
 - Participates on and makes presentations to the Harbor District Board and a variety of other governmental organization, professional groups, and community organizations.
 - Stays abreast of new trends and innovations in the field of Port and Harbor Development.
 - Other duties as assigned by the Executive Director.

REQUIREMENTS

- Must possess a valid California Driver License.
- Must be proficient in the use of general office equipment, computer programs such as Microsoft Word, Excel, Power Point, Outlook and internet applications.
- Must possess customer service skills with knowledge in customer service management, methods, and techniques, and treat all individuals with courtesy, dignity, and respect.
- Ability to communicate well both verbally and in writing with internal and external staff, consultants, agencies, customers, and the public.

- Possess strong organizational and problem-solving skills.
- Possess a valid California Boater Card within six months of employment.
- Possess valid basic First Aid and CPR certification within six months of employment.
- Obtain a Transportation Worker Identification Credential within six months of employment.
- Ability and skills required to tie-up and handle boats.
- Must be willing to work nights, weekends, standby, on-call, and overtime as necessary.
- Pass a pre-employment physical and random drug testing.

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:

Director of Development I:

- A Bachelor's degree and at least three (3) 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 one (1) years work experience; or
- At least five (5) years experience independently performing the duties of a development manager or similar position may qualify the applicant for the educational experience.

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