



JOB DESCRIPTION: Harbor Executive Director

Job Title: Harbor Executive Director	Type of Position: Full-Time in season; P/T off season
Unit/Division: Harbor Office	Reports to: Town Administrator
Review: Every Two Years	Last review date: 4/1/2023

GENERAL DESCRIPTION

Under the supervision of the Town Administrator, the Harbor Executive Director is responsible for the overall management, operation and creation of process improvement initiatives for the Harbor Division.

DUTIES AND RESPONSIBILITIES

1. Works to promote the Harbor Division's mission, goals, and objectives aimed at improving the quality, effectiveness, and efficiency of harbor services;
2. Ensures that all harbor employees are aware of and trained to follow Departmental Rules, Regulations, General Orders, Policies and Procedures and other directives;
3. This position is responsible for the overall enforcement of state laws and local ordinances that support recreational/commercial boating, mooring management and town owned equipment/facility maintenance;
4. The Executive Director reports to the Town Administrator and supports the Town Harbor Commission.
5. This position is responsible for attending the monthly commission meeting and relays results to Town Administrator. The Executive Director shall be the primary liaison for Coastal Resource Management (CRMC), Department of Environmental Management (DEM), Army Corp of Engineers (ACOE) and other statewide town harbor directors as required.
6. The Executive Director is accountable for formulating policy, developing goals and objectives, supervising staff, developing and administering the budget and directing day-to-day harbor operations.
7. This position leads any updates needed to town plans, ordinances and other harbor related documents that support Harbor activities.

8. The Executive Director creates a long-term Harbor vision and the corresponding capital plan that is needed to improve water access, water safety, business development and ecological improvement.
9. The Executive Director must be able to enforce applicable marine ordinances and ensure enforcement of laws, regulations, and polices concerning water or properties.
10. Must be able to demonstrate knowledge of operational and maintenance requirements of harbor facilities and equipment.
11. Must be able to administer regulations with firmness, tact and impartiality.
12. The Executive Director must possess knowledge of the principles and practices of administrative management in the public sector.
13. The Executive Director must keep abreast with recent industry developments, current literature, informational resources, trends and approaches used in harbor management.
14. This position represents the Harbor Office at various community boards and town committees and will attend Town Council meetings as required.

JOB REQUIREMENTS

1. Experience in marina related management/operations required. Applicants with a combination of education and experience that provides the required knowledge, skills and abilities will be considered.
2. Must be able to operate a boat (up to 25ft vessel).
3. Must possess a valid Rhode Island driver's license in good standing.
4. Must be able to operate a vehicle with boat trailer attached.
5. Supervisory experience required.
6. Must possess excellent customer service skills and the ability to act as an ambassador to the community.
7. Must have initiative and analytical ability to resolve problems.
8. Proficient use of computer programs including Microsoft products (Word, Excel & Outlook) as well as the Online Mooring Systems
9. Must be able to work weekends and holidays during peak season.

10. Must be able to generate innovate ideas, make important decisions, and work on diverse projects.
11. Must be able to prepare clear and concise reports, ordinances, correspondence, policies, procedures and other written materials.

PHYSICAL REQUIREMENTS

The position of Harbor Executive Director works primarily during the day as scheduled, often in inclement weather, with the usual hazards associated with marina sites including frequently working on wet and slippery surfaces. May be exposed to toxic or unpleasant gasses and liquids, heights loud noise .

The employee may occasionally lift and/or move objects up to thirty (30) pounds. The employee will regularly sit, stand, walk, use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. As well as rarely run, jump, crouch, crawl, bend, kneel, climb or balance.

Specific physical abilities include close vision for the use of computer monitors, peripheral vision, depth perception, color vision and the ability to focus. The employee must be able to understand and communicate verbally with supervisors and general public.

WORKING CONDITIONS

There is protection from weather conditions. Environmental conditions: Occasionally exposed to hazards or risk of bodily injury. Occasionally exposed to heat and cold extremes and temperature changes; seldom exposed to vibration, toxic conditions, odors, dust and poor ventilation.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be able to perform all essential functions of the job.