



Jim Hurst Chair	Doug Albin Vice Chair	Dan Platt Commissioner	Richard Shoemaker Commissioner	Grant Downie Commissioner	Anna Neumann Harbormaster
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### Marina Manager Position

Hourly position: 32-40 hours per week.

Pay: \$20-30 per hour, negotiable on experience

Interested applicants should submit a CV to [noyohd@yahoo.com](mailto:noyohd@yahoo.com) or to the Harbor Office: 19101. S. Harbor Drive, Fort Bragg, CA, 95437

This position works under the supervision of the Harbormaster. The Marina Manager will be responsible for running and the operations of the Noyo Harbor Mooring Basin. They will interact with the public and are expected to represent the Noyo Harbor District. This position will operate from the Noyo Harbor District office and will require the individual to work outside in potentially foul weather from time to time. Work at nights and weekends will also be required. Workloads are likely to fluctuate with the seasons and the candidates should be prepared for that. Ideal candidates can work independently, are self-motivated and solution orientated. Attention to detail, communication and building relationships with vessels owners will be key in succeeding in this position. The ideal candidate would also have ties to the commercial or recreational fishing industry, or an understanding of how fisheries are managed.

Responsibilities include:

- Coordinate reservations for short term tenants
  - Set up reservations and accept payment.
  - Coordinate reservation extensions or early departures.
  - Ensure paperwork and files are complete.
  - Respond to tenant needs as they arise.
  - Apply fees when necessary
  - Communicate with vessel owners when necessary
- Coordinate with long term tenants
  - Accept monthly or annual payments.
  - Reach out to tenants with past due accounts.
  - Approve new long-term tenants.
  - Recommend tenants to Harbormaster for eviction.
  - Handle lien sales on vessels that are past due and abandoned.
  - Place unpaid reservations into Debt Collectors database
  - Coordinate with tenants and maintenance staff as maintenance needs arise.
  - Apply fees when necessary, including setting flat rate electricity fees
  - Communicate with vessel owners when necessary

- Conduct dock walks to ensure vessels are in the proper slip and identify potential issues before they escalate.
- Help maintenance staff and vessels at the hoist
- Reach out to vessel owners for maintenance needs
- Answer phones and questions by the public about the marina and services offered
- Enter payments from deposit journal into marina management software and coordinate deposits with the Harbormaster or other staff
- Assist maintenance staff with reviewing security footage when vandalism issues occur and follow up with Sheriff, Coast Guard or Harbormaster
- Sit in on meetings with the Harbormaster to ensure Marina Manager is up to date on all Harbor District Projects and can communicate those projects to the general public
- Participate in Noyo Harbor District grants as appropriate and as they relate to the functionality of the marina.
- Collect Park and Launch envelopes
- Elevate issues to senior staff when appropriate
- Attend monthly Noyo Harbor District Commission meetings
  - Prepare and present items on the agenda when needed
  - Take notes at District Commission meetings
- Conduct other duties as directed by the Harbormaster
- Fulfill basic duties of the Harbormaster as when they are unavailable.

Skills Require:

Proficient use of Microsoft Office Suit

Proficient use of computes

Skilled at de-escalation techniques with public

Understanding of marinas, boats, and the general maritime environment

Comfort working on and over the water

Familiarity driving skiffs, forklifts and operating hoists