



# Port of Skagit

## **Job Description**

Position: Harbor Master  
Reports to: Director of Facilities and Marina Operations  
Direct Reports: Assistant Harbormaster, Marina Office Staff, Seasonal Operations Staff  
FSLA: Exempt - Regular / Full Time  
Last Update: November 2023  
Salary Range: \$85,000-\$120,000 (2024 range)

### **BASIC JOB PURPOSE / SUMMARY:**

This position is responsible for the successful operations of the La Conner Marina. The Harbor Master will provide leadership and direction to marina staff. The positions will manage the operation of the in-water moorage basins and accompanying upland support facilities, along with the RV Park and self-storage facility. This position promotes a positive customer experience in line with the Ports Promise, Mission, Vision, and Values. The Harbor Master ensures safe and efficient operations aligned with Port policies, procedures, and the rules & regulations.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Implement the Port's Promise, Mission, and Vision. Exhibit the Port's values, behavioral and leadership expectations including truthfulness, integrity, and teamwork.
2. Oversee the daily operation of the La Conner Marina, the La Conner RV Park and self-storage facility. Maximize moorage utilization and occupancy. Assign, reserve and manage slips and use of space. Enforce established rules and regulations with tact and professionalism and ensure the safe and efficient operation of the La Conner Marina moorage basins and supporting facilities. Work with customers to resolve problems or concerns regarding moorage.
3. Responsible for supervising all marina operations staff, providing staff mentoring and development, scheduling and assignment of work, and administration of Port personnel policies.
4. Oversee marina office administration in alignment with the Port's overall operational needs and procedures. Purchasing practices and account receivables. Provide backup office coverage when needed. Ensure rules and regulations are current and in compliance. Review, establish, recommend, and implement approved improvements to software, policies and procedural needs to integrate with Port wide operations.
5. Coordinate with the Port's facilities management team to inspect, troubleshoot and analyze problems related to facilities maintenance and repair needs for moorage

facilities and supporting infrastructure. Recommend prioritization and scheduling of work, and direct methodologies when needed.

6. Work with the Port's marketing team and Sr. Leadership on implementing marketing strategies and promotional programs for the marina, including participation in the Seattle Boat Show and other trade shows and conferences, the development of Port/Marina events and support of outside events hosted at the marina.
7. Analyze, prepare, and provide reports regarding operational performance to Port management, stakeholders, and commissioners along with attending and presenting information at meetings where reports or marina representation may be requested or necessary.
8. Represent the Port with stakeholder groups, tenants, customers, community members, industry-related organizations, and governmental jurisdictions as necessary.
9. Identify and ensure compliance with local, state, federal regulations. Maintain and cultivate close working relationships with regulatory agencies, for example, the US Coast Guard, the Department of Ecology, WDFW, US Army Corps of Engineers, and the Fire Department, and the Police Department.
10. Exemplify and uphold the environmentally-sound operating and maintenance standards required by the Certified Clean Marina and Envirostars Certified Business programs; enforce the La Conner Marina Best Management Practices.
11. Develop, manage, and monitor the operating budget for the marina. Participate and provide input to the Port's strategic plan and budget development processes.
12. Serve as a lead emergency response resource for the Port, including serving in a supervisory role on the Port's HAZMAT and emergency response teams at the Marina. Provide and implement procedures for response to emergency situations. Assist with response actions as needed, including weather related emergency response actions. Respond to after-hour security calls on an as needed basis.
13. Contribute to Port planning with initiatives for facility redevelopment, modification, expansion, and enhancements.
14. Maintain open communication with the Directors on harbor facilities and operations.
15. Perform other duties, responsibilities and special projects as may be required.

**WORKING CONDITIONS:**

This position requires a high level of proactive thinking and the ability to work at a detailed level in a fast-paced work environment. Must be able to work in a rapidly changing environment and able to prioritize needs and be flexible to adapt to changes. Working weekends and holidays may be required during peak season.

Work is performed both indoors and outdoors. Some work will be performed sitting at a desk operating a computer, phone and other related office equipment. Work performed outdoors may require walking and/or standing for long periods of time on hard uneven surfaces. While working indoors, typically the noise level in the work environment is moderate. While working outdoors, the noise level may increase from moderate to high. Exposure to loud noises, both indoors and outdoors, on a daily basis is due to industrial, aviation, marine, and maintenance and repair activities.

### **PHYSICAL REQUIREMENTS:**

The Harbormaster must have the physical ability to work on a computer terminal for uninterrupted periods of up to 2 hours duration continuously. Ability to stand at counter for uninterrupted periods of up to 2 hours duration continuously. Also, must have the ability to hear, speak and understand the spoken word in order to respond promptly to calls for assistance, to answer telephones, and to be able to communicate. Have the dexterity and manual skill required to operate the keyboard of a computer terminal, a radio, cell phone and the numeric keypad of a standard desktop calculator by touch, with or without accommodation, in an accurate and efficient manner. Vision ability that includes close vision and the ability to adjust focus is necessary. This position may also be required to work in inclement weather working on wet and slippery surfaces. This position also requires the ability to operate a motor vehicle and water vessels. Ability to work outdoors in various weather conditions, including exposure to rain, wind, and extreme temperatures. Lifting and carrying objects weighing up to 50 pounds for equipment and maintenance tasks. Climbing ladders, walking on uneven surfaces, and using stairs and gangways to access vessels and harbor facilities.

Operating equipment, such as small boats and emergency response tools. Ability to work extended hours, including evenings, weekends, and holidays, as needed.

### **WORK PERFORMED**

Overall marina operations, including but not limited to office administration, daily marina tasks, customer service, office and accounting related responsibilities. safety and security personnel management, regulatory compliance, records and reports, emergency response, budget, word processing, spread sheets, data entry, and database management.

Proficiency required in the use of computer software programs.

Type of Equipment: Personal computer and other office equipment, cash register, 10-Key, copier/fax machine, VHF radio, telephone and cell phone.

### **TRAINING, EDUCATION, EXPERIENCE & RESPONSE TIME REQUIREMENTS**

**Formal Education:** Minimum of 2 year degree in business, office management, marina science, marina administration, marine transportation or related field is required plus 3 years marine industry managerial experience required. High school diploma or GED required. Preferred is a

bachelor's degree in business or marine-related degree or combination of equivalent experience/education.

**Work Experience:** Any combination of experience and training that provides the desired skills, knowledge and abilities equivalent of five (5) years marina operations, small boat operations, commercial fishing or a related customer service-oriented area. Knowledge of U.S. Coast Guard, State and Federal marine regulations is desirable. Experience with managing and supervising people.

**Training/Certification/Licenses:**

Harbor Master Certification or equivalent maritime certification is a plus  
Maintain HAZWOPER certification, ICS (Emergency Response) certification, or able to obtain in the first 6 months.  
First aid and CPR/AED cards – able to obtain in the first 6 months.  
Valid Washington state drivers' license (must be insurable)  
Valid WA State Boater Card.

**Computer & Other Skills:** Must be able to operate, maintain and create emails, electronic calendar, scheduling spread sheets, budget spread sheets, documents and other programs associated with the position. Microsoft Office intermediate or advanced knowledge and experience preferred.  
customer service, leadership and strong communication skills are necessary. Boat handling skills desirable.

**Response Time:** Residing within thirty (30) minutes travel time from primary workplace preferred.

**COMPENSATION**

The Port of Skagit offers a competitive salary (\$85,000 - \$120,000 DOE), commensurate with experience, and excellent benefits package, including full medical, dental, vision, life, and LTD, plus paid leave and PERS retirement.

Employee:

Effective Date:

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Approved:

Effective Date:

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