



JOB ANNOUNCEMENT
Harbormaster

CLASSIFICATION & SALARY: E82
Hiring Range: \$82,807-\$124,210/yr DOE/DOQ
Internal Posting: March 18 - 24, 2020
Open to the Public: March 25, 2020

The City of Kodiak is recruiting for a full-time **Harbormaster**, which is responsible for the successful operations of the City of Kodiak's Port and Harbor Department. The Harbormaster would oversee the Port and Harbor Department which is comprised of St. Paul Harbor and St. Herman Harbor providing moorage for 650 vessels, the Kodiak Shipyard, and ports including Pier 1-Ferry Dock, Pier II-Fisherman's Terminal, and Pier III-Cargo Terminal. The position is an executive level position that is exempt and reports to the City Manager. Executive level position responsible for planning and supervision of operations, maintenance, and security of City ports and harbor facilities; long-range planning, financial management, and strategic plan implementation and management and special projects as assigned; provide research and rate studies to ensure Harbor enterprise funds are self-sustaining; maintain accurate cost accounting information, and recommendations for port development; supervising damage investigations and claims, manage leases and departmental records including revenues and expenditure reports; administer City and department-specific policies, procedures, programs, goals and objectives; oversee workplace safety, staff development, and work assignment; conduct performance evaluations; make hiring, termination, and disciplinary recommendations; represent City and department to public, other agencies, committees, and organizations including making presentations, and responding to complex and sensitive inquiries.

City of Kodiak: Kodiak is a home rule city with a council-manager form of government. The City of Kodiak is home to about 6,000 residents, with approximately 7,500 additional residents living in several communities on Kodiak Island. The economy of Kodiak is based on commercial fishing and seafood processing. Tourism, sport hunting and fishing, the aerospace industry, health care, and government employment also serve to strengthen Kodiak's economy. Kodiak is also home to the largest United States Coast Guard base in the nation. Kodiak is known the world over for its pristine and scenic beauty. Opportunities for outdoor sports and recreational opportunities abound with easy access to rivers, beautiful beaches, and hiking trails.

MINIMUM QUALIFICATIONS: Bachelor's degree in public administration, business administration, or field related to area of assignment; 8-10 years progressively responsible professional harbor experience, including at least five years of executive management experience with supervisory experience and responsibility; or, an equivalent combination of education and/or experience sufficient to successfully perform the essential duties of the position. TWIC cardholder and valid Alaska driver's license or ability to obtain within 30 days of hire. Preferred qualifications would include Port Management certification and Hazmat certifications.

Submit letter of interest, completed and signed original City of Kodiak employment application form, resume, and 5 professional references to the City Manager's Office at 710 Mill Bay Road, Room 114 by 4:00 P.M. M-F. Please see our website <http://www.city.kodiak.ak.us/hr/jobs> for a complete job description of this position and the City of Kodiak employment application or pick up an application at the City Manager's Office. Faxed or emailed applications will not be accepted. The City of Kodiak offers a generous benefits package which includes vacation and sick leave, 100% employer paid medical insurance and public employees' retirement.

Mike Tvenge, City Manager