

## JOB DESCRIPTION

### HARBORMASTER

Starting Salary: \$59,988.47-\$72,916.29 per year plus benefits, DOE Salary  
Range: \$59,988.47 -\$93,061.73 per year plus benefits

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POSITION TITLE: HARBORMASTER  
DEPARTMENT: PORT & HARBOR  
SUPERVISOR: CITY MANAGER  
CLASSIFICATION: EXEMPT: SALARIED - AT WILL - Serves at discretion of City Manager TO BE  
CLOSING DATE: FILLED ASAP - REVIEW BEGINS IMMEDIAIBLY

**OPPORTUNITIES:** The City of Whittier is entering a renaissance period. New members of leadership in the City Administration are highly experienced professionals with decades of Alaska success stories. A breakwater and four lane boat ramp are planned for the Head of the Bay. Spinoff economic development will be realized. Cruise ship visitations are expected to rise 50% in 2021. A new concept for the harbor's waterfront is in the works. We will be applying for major federal grants utilizing our longtime and highly successful lobbyists in Washington DC to replace an aging dock. Whittier is growing.

**POSITION SUMMARY:** Under the direction of the City Manager, Harbormaster is responsible for the supervision and overall direction and operation of the City's Port & Harbor facilities.

#### ESSENTIAL FUNCTIONS:

1. Supervise, direct" and coordinate the job functions within Port & Harbor Department which include, but are not limited to planning of future development of Port & Harbor facilities; maintenance of all facilities; interviewing, hiring & terminations (with City Manager approval), training employees; planning, assigning, and directing work; appraising personnel performance; disciplining employees; addressing complaints and resolving personnel issues.
2. Prepare and implement Port & Harbor budget annually.
3. Manage all financial aspects of Port & Harbor operations.
4. Implement and enforce safety regulations.
5. Read, analyze, and interpret engineering and business periodicals, professional journals, technical procedures, or governmental regulations.
6. Communicate effectively both orally and in writing.
7. Draft, organize, compose, prepare and effectively present reports and respond to requests for information and questions from groups of managers, employees, elected officials and the general public.
8. Define problems, collect data, establish facts, and draw valid conclusions.
9. Interpret and apply an extensive variety of technical information.
10. Prepare contract documents, conduct bidding and administer construction project contracts. 11 . Coordinate and manage projects.
12. Seek and make applications for grant funding.
13. Acts as staff for Port & Harbor Commission; organize, prepare and post agendas, plan for meetings, keep minutes, etc.
14. Manage multiple programs, often under schedule deadlines.
15. Exercise considerable judgment and initiative when independent action is required. 16. Complete all training as required.
17. Serves as part of City's management team, and during emergencies as part of the City's Incident Management Team.

OTHER RESPONSIBILITIES:

1. . Work directly with the City Manager in matters of significance and participate in meetings.
2. Regularly attend City meetings and provide information as required.
3. Assume other duties and responsibilities as assigned.
4. Perform other duties as assigned.

EDUCATION, EXPERIENCE AND ESSENTIAL SKILLS REQUIRED:

1. High School graduate or GED required. College degree preferred.
2. Three (3) years minimum ports/marina/harbor experience preferred.
3. Working knowledge of State and Federal regulations and permit requirements as applicable to Ports & Harbors preferred.
4. Ability to compose correspondence and develop reports.
5. Ability to organize and plan effectively and efficiently.
6. Ability to work with minimal supervision, handling multiple tasks; establishing priorities and schedules and meeting deadlines.
7. Ability to work with the public, local and governmental officials and agencies with discretion, tact and courtesy.
8. Ability to safely operate hand tools, power tools, boats, vehicles and powered equipment.
9. Working knowledge of building and equipment maintenance.
10. Eight (8) years of supervisory and/or project management experience preferred. Alternatively, a combination of experience and formal education will be evaluated and considered.
11. While performing the duties of this job, you will be required to walk; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl. The employee is frequently required to talk and hear; stand; sit; use hands to handle or feel. Specific vision abilities required by this job include close vision and depth perception. Occasionally required to wear safety helmet and safety glasses, or other safety apparel.
12. Must be willing, able and available for night and/or weekend work.

The above job description is to be used for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position and is in no way construed as an all-encompassing list of duties

**To Apply: An Employment Application and Authorization to Release Information can be located on the city website. Please submit a complete cover letter, resume and signed application including five references, and a completed, signed and witnessed authorization to release information, immediately, to: Executive Administrator; by mail to P.O. Box 608, Whittier, Alaska 99693; or by e-mail to [dpratt@whittieralaska.gov](mailto:dpratt@whittieralaska.gov).**

**Website: [www.whittieralaska.gov](http://www.whittieralaska.gov).**

**Contact: City Manager at [citymanager@whittieralaska.gov](mailto:citymanager@whittieralaska.gov) with any job specific questions.**

POSTED 7/18/2019

