

SANTA CRUZ
PORT DISTRICT, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

HARBORMASTER

THE COMMUNITY & PORT DISTRICT

The Santa Cruz Port District is an independent special district formed in 1951 to construct and operate Santa Cruz Harbor, located 70 miles south of San Francisco and 35 miles north of Monterey in the City of Santa Cruz, California. Santa Cruz Harbor was constructed in 1964, and expanded in 1973. It provides over 800 permanent slips for recreational, commercial, and research opportunities. Additionally, the harbor provides a launching facility and access to the Monterey Bay, a national marine sanctuary, and secure storage for kayaks, rowing shells, paddleboards, and trailerable vessels.

For coastal mariners, the harbor is maintained as a year-round harbor of safe refuge coupled with visitor berthing. The harbor also offers RV camping, a public beach, and scenic walking trails. Numerous charter operations provide fishing, whale watching, pleasure cruising, kayaking, paddleboarding, and sailing instruction opportunities.

Santa Cruz Harbor is home to ten major concessions, including 5 restaurants, and more than 30 other smaller businesses which operate directly from harbor property. There are also many other marine-related businesses in the vicinity which contribute significantly to the local economy.

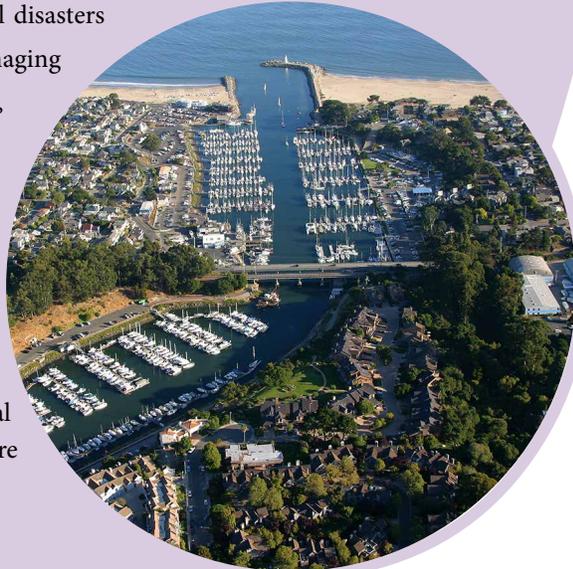
Santa Cruz, with a population of nearly 64,000, boasts some of California's best beaches along with 29 miles of coastline, redwood-covered mountains, laid-back towns and organic farms. The area's beach boardwalk, museums, art galleries, steam train rides, and numerous local events, combined with a mild climate means boundless activities for residents and visitors throughout the year.

The Port District operates as a government-owned business, funded almost entirely by user fees. With an annual operating budget of over \$8.5 million, the Port District provides for nearly all of its own services including maintenance, dredging, security, financial, and administrative functions. It is very much like a small city, operating within the City of Santa Cruz boundaries. The only outside services required are for major fire suppression, and occasional assistance from the City of Santa Cruz Police and Santa Cruz County Sheriff's Department in jail transports and booking for criminal offenses committed in the harbor. The Port District voluntarily acts as a "Good Samaritan" using its harbor patrol boat to assist the Coast Guard and local agencies in year-round emergency ocean rescue and law enforcement services. Over the harbor's 50+-year history, it has experienced and recovered well from natural disasters

including earthquakes, damaging storm events and shoaling, tsunamis, and fish kills.

Twenty-seven full-time employees provide all the necessary harbor services seven days a week, twenty-four hours a day, year-round. In addition to this, approximately 20-50 seasonal and part-time employees are hired during peak periods.

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ADMINISTRATION

The Santa Cruz Port District is governed by a five-person Board of Commissioners. The Commission is elected at-large by the voting residents of the Port District. Commissioners receive no pay for their service, and are elected to four-year seats. The basic responsibilities of the Port Commission are to set the policies of the Port District, approve the yearly operating budget, govern land-use questions, and act as judge for any tenant disputes over policy or enforcement of Port District regulations. The Commission directly hires the Port Director to act as an officer of the municipal corporation.

THE POSITION

Under limited supervision of the Port Director, the Harbormaster directs, coordinates, and plans the functions and activities of Santa Cruz Port District Operations Department, including law enforcement, safety, and other regulatory functions; enforces compliance with state and federal regulations, and District policies and procedures.

Essential functions of the Harbormaster may include, but are not limited to, the following:

- Directs and coordinates the operations of the Operations Department.
- Monitors harbor operations to include management of slip rentals, parking facilities, and harbors and marina usage and Santa Cruz Harbor Boatyard.
- Plans and manages the work of Operations Department staff: monitors work, develops staff skills, and evaluates performance. Ensures training requisites for Department staff are met.
- Prepares and reviews reports and technical documents.
- Develops and directs programs involving security and crime prevention.
- Assures compliance with federal and state regulations and District policies in the marina.
- Participates in budget preparation; monitors and administers department budget.
- Coordinates and directs emergency response procedures; serves as Incident Commander in major operations.

