



CITY OF NEWPORT BEACH

# Harbormaster





The City of Newport Beach is one of Southern California's most picturesque and popular beach communities. In the heart of the City is Newport Harbor, where more than 4,500 boats are docked. The Harbor is one of the largest recreational harbors in the United States and considered by many to be the crown jewel of Newport Beach. Harbor Department team members act as the "ambassadors" of the Harbor, patrolling, assisting and educating residents and the community on harbor-related programs and services.

The Bay and City's eight miles of ocean beaches offer outstanding fishing, swimming, surfing and aquatic sports activities. The City has a permanent population of over 86,000 residents. During the summer months, the City's population can swell to more than 200,000 with daily visitors. Area universities, including the University of California, Irvine (just outside the City's border), are among the best in California. Eight other colleges are within a 30-mile radius. In addition to the Harbor, community attractions include the historic Balboa Pavilion, Fashion Island/Newport Center, the Resort at Pelican Hill, Crystal Cove State Park, two ocean piers, white sandy beaches, extensive bikeways plus many fine dining establishments.



## City Government

As a charter city, Newport Beach is governed by a seven-member City Council, operating under a council/manager form of government with a FY 2020-21 operating budget of approximately \$307 million. The City employs 726 full-time employees and over 450 part-time and seasonal employees. Newport Beach has a history of impressive financial strength with current General Fund reserves exceeding \$50 million and currently holds a AAA implied General Obligation rating with three major rating agencies.



# CITY OF NEWPORT BEACH **HARBORMASTER**

## **Harbor Department**

The City of Newport Beach is committed to plan, organize, direct and coordinate harbor related programs and services designed to meet the current and future needs of the community, visitors, and the boating public. The Harbor Department has an operating budget of \$1.1 million.

The Department consists of one (1) full-time Harbormaster, (1) full-time Code Enforcement Supervisor and part-time employees which include Lead Harbor Services Workers, Harbor Services Workers, Code Enforcement Officers, and a Department Assistant.

## **Harbormaster**

This position serves as Executive Director of the Harbor Department reporting directly to the City Manager and serving as a member of the Management Team. The Harbormaster plans, organizes, directs and coordinates harbor-related programs and services, including City harbor patrol and code enforcement, moorings administration and management, Marina Park slip rentals, and harbor safety and maintenance activities. He/she provides responsible administrative staff assistance to the City Manager and Newport Beach Harbor Commission and coordinates emergency response and harbor safety and security matters with other City Departments, including Police and Fire, and the Orange County Sheriff Department's Harbor Patrol division.

## **The Ideal Candidate**

A successful candidate will have a firm understanding of applicable Federal, State and local laws, and City codes, ordinances and regulations related to patrol operations and enforcement activities of the harbor. This candidate will also have the ability to organize, direct and implement a comprehensive harbor operations program, manage and prioritize a high volume of projects simultaneously while staying abreast of the new trends in the field of Harbor Services. The ideal candidate will be innovative and solution-oriented with a proven record of accomplishment, teamwork and customer service.

Desirable candidates will have seven (7) years of increasingly responsible experience in harbor management or administration, including experience related to commercial harbor leases, and at least three (3) years of responsible management and supervisory experience. Education equivalent to completion of a bachelor's degree (120 units) in a water-related biological science, business or public administration, engineering, water resources, environmental science or a closely related field and possession of a valid California driver's license and California Boater card are required. Possession of Basic First Aid, CPR, and PC 832 certifications are required within six months of employment.

## **The Selection Process**

Please visit [www.newportbeachca.gov/jobs](http://www.newportbeachca.gov/jobs) to apply on-line and to view the full description of the position and its requirements. In order for the application package to be considered complete, candidates must include a cover letter and a resume along with the on-line application. All materials should be attached to the on-line application submittal.

The selection process will begin with a thorough evaluation of the application and supplemental materials. Candidates deemed the most qualified as reflected in their application materials will be invited to an oral interview and assessment(s) that are tentatively scheduled for **Wednesday, March 24, 2021**. Testing will measure the candidate's combination of experience, training, knowledge, education, skills and abilities. The selected candidate will undergo an extensive background process including criminal history, driving record, military record, civil records check, education and reference checks. Please contact Human Resources at (949) 644-3256 if you have any questions.

The final filing date for this recruitment is Tuesday, March 9, 2021 at 5:00 p.m.

**Apply at [newportbeachca.gov/jobs](http://newportbeachca.gov/jobs)**

The City of Newport Beach is an equal opportunity employer and does not discriminate on the basis of any class protected by law.

# Compensation Package

## **HARBORMASTER SALARY:** \$104,008 – \$155,990 annually

Placement in the range will depend on qualifications and experience. Total employee contributions towards retirement and benefits are 19.67%. This position is at-will, exempt and unrepresented. Terms and conditions of employment are outlined in the Key & Management Compensation Plan, which includes the following competitive benefits package:



### **RETIREMENT:**

California Public Employee Retirement System (CalPERS) plan, which offers reciprocity between agencies. Classic tier II employees, who have been in the CalPERS system and are new to the City of Newport Beach, receive a 2% @ 60 formula. Employees new to the City and CalPERS, and do not belong to a reciprocal agency of CalPERS, receive the tier III formula of 2% @ 62. Employees are required to contribute 13% of pensionable income towards their retirement benefit. Deductions are made on a pre-tax basis.



### **CAFETERIA PLAN:**

Choose from CalPERS PPO and HMO medical plans, MetLife dental and vision plans. \$1,725 monthly cafeteria allowance to purchase medical, dental and vision insurance plus an additional \$143 monthly contribution if participating in a medical plan. If electing medical coverage and use less than the City contribution, there shall be no cash back provided. Eligible opt-outs receive an opt-out allowance of \$500 per month.



### **EXECUTIVE MANAGEMENT PHYSICAL:**

Up to \$1,000 per year.



### **TECHNOLOGY ALLOWANCE:**

\$80 monthly smart phone plan and equipment stipend.



### **WORK SCHEDULE:**

Optional 9/80 work schedule with alternating Fridays off.



### **FLEX LEAVE:**

This is a combination of sick and vacation leave which is earned at a rate of 8.77 hours per pay period (228 hours per year), with a maximum of 9.69 hours per pay period (252 hours per year) based on years of City service.



### **ADMINISTRATIVE LEAVE:**

Up to 80 hours per calendar year at the discretion of the City Manager. This leave has no cash value and does not carry over from one calendar year to the next.



### **HOLIDAYS:**

Equivalent to 12 paid holidays per year which includes one floating holiday.



### **AUTOMOBILE ALLOWANCE:**

\$400 per month.



### **EMPLOYEE ASSISTANCE PROGRAM:**

City-paid benefit which provides confidential counseling on work and life issues.



### **LIFE INSURANCE:**

\$50,000 in City-paid coverage. Supplemental life insurance is available at the employee's expense and payroll deductions are made on a post-tax basis. Maximum supplemental life insurance coverage is \$500,000.



### **DISABILITY INSURANCE:**

Up to 66.67% of covered wages up to a maximum benefit of \$1,847 weekly for short-term disability after a 30-calendar day waiting period and \$15,000 monthly for long-term disability after a 180 calendar day waiting period. Employees are required to contribute 1% of salary for this benefit through a post-tax payroll deduction.



### **LIUNA SUPPLEMENTAL RETIREMENT:**

Employees are enrolled in the Laborers' International Union of North America (also a tax qualified defined-benefit plan under IRC 401a) as a supplemental retirement plan. Employees are required to contribute 3.22% of salary for this benefit through a pre-tax payroll deduction.



### **RETIREE MEDICAL BENEFIT:**

Employees are required to contribute 1% of salary for this benefit through a pre-tax payroll deduction. Vesting occurs after five years of full-time service, and City paid contributions based on age and years of service begin. Account funds may be used after separation from the City for reimbursement of eligible medical expenses.



### **MEDICARE:**

Federal mandate requires all employees hired or rehired by any government agency on or after April 1, 1986 to participate in Medicare. The City matches the employee's Medicare contribution, which is 1.45% of salary. Enrollment and deduction amounts are subject to change based on negotiated terms and additional laws.



### **FLEXIBLE SPENDING ACCOUNT:**

Optional. Maximum pre-tax election per calendar year for medical is \$2,750 and \$5,000 per household for dependent care.



### **SECTION 457 DEFERRED COMPENSATION PLAN:**

Optional participation. No City matching.



## **CITY OF NEWPORT BEACH**

100 Civic Center Drive ▪ Newport Beach, CA 92660 ▪ [newportbeachca.gov](http://newportbeachca.gov)

The final filing date for this recruitment is Tuesday, March 9, 2021 at 5:00 p.m.

**APPLY AT [NEWPORTBEACHCA.GOV/JOBS](http://NEWPORTBEACHCA.GOV/JOBS)**