



San Mateo County Harbor District Invites Applications for the Position of Director of Administrative Services

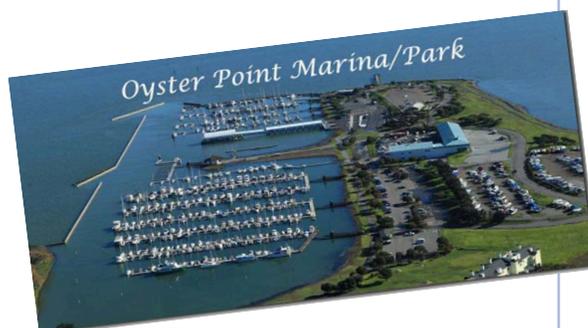
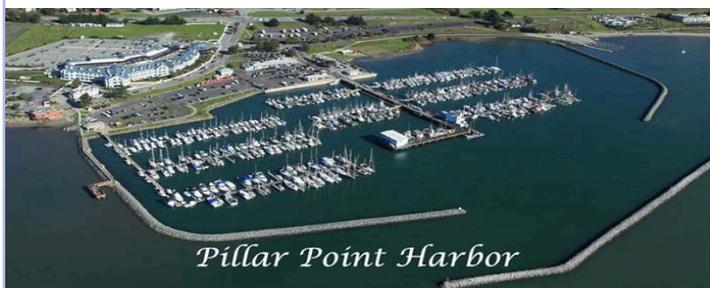
San Mateo County Harbor District
504 Avenue Alhambra, 2nd Floor
El Granada CA 94018



About the San Mateo County Harbor District:

The San Mateo County Harbor District operates both the Pillar Point Harbor in Half Moon Bay, and the Oyster Point Marina in South San Francisco. Pillar Point is a protected harbor of refuge and is homeport to vital commercial fishing industry, sport fishermen, and recreational boaters. The Harbor has 369 berths and an inner and outer breakwater, making it one of the safest harbors in the United States. Pillar Point is unique in that it provides search and rescue services to all boaters in San Mateo County. Over the past two decades, its dedicated crew performed an average of 110 rescues annually, saved more than 100 lives and millions of dollars in boats and equipment. With 455 berths, a boat launching ramp, fuel dock, fishing pier, park, and small sandy beach, the Oyster Point Marina offers something for everyone, from serious boaters and fishermen to families looking for a day of hiking and beach time.

The District has 36 employees, and its administrative offices are located in El Granada, north of Half Moon Bay. The region is known for its stunning coastal landscapes of rugged mountains and beaches, along with endless recreational resources including copious hiking trails, redwood forests, quaint shops, farm-to-table dining including produce from local farms, some of which date back to the 1800s. And with San Francisco just 35 minutes to the north, there are unlimited possibilities for adventure, culture, relaxation and fun.



San Mateo County Harbor District Mission:

To assure that the public is provided with clean, safe, well managed, financially sound and environmentally pleasant marinas. Visit us by following this link: [San Mateo County Harbor District](http://www.sanmateoharbor.org).

Ideal Candidate:

The ideal candidate has at least five years experience in finance and human resources management, with at least two year's experience in managing public enterprises; is skilled at building and supervising motivated and productive teams; has excellent communication and interpersonal skills; is committed to the principles and practices of public administration, including governmental transparency; has strong experience and/or interest in change management, and is motivated by the great professional growth and satisfaction that come from working in an environment ripe with challenge and possibility.

Selection Process:

It is important to complete all required application materials. Applications will be reviewed in detail to identify the most qualified candidates to interview. Those who file by the first application review date will be given first consideration in our application review process, and will be contacted regarding the status of their application no later than the second week of March. Inquiries about the position may be directed to Heather Quinn at:

hquinn@rgs.ca.gov

Application Procedure:

- Candidates should apply by clicking on the CalOpps link below:
<https://www.calopps.org/ViewAgencyJob.cfm?ID=29405>
- Complete online application and required documentation detailed at CalOpps
- Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing hquinn@rgs.ca.gov

Minimum Qualifications:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's degree with major course work in accounting, finance, economics, business or public administration or a closely related field. A master's degree is desirable. Degrees and college units must be obtained from accredited college or university. Courses from non-accredited institutions will not be considered for this requirement.

Experience:

Five years of professional-level experience administering a complex organization, including two years in the management of public enterprises. Experience should include preparing and analyzing major operational and/or capital improvement budgets and exercising fiscal controls, overseeing human resource and information technology functions. Two of the five years must have included supervisory responsibilities.

Compensation:

\$ 97,469 to \$140,182, effective July 2017

Compensation depends on qualifications

Benefits:

- Medical
- Dental
- Vision & Life
- Vacation & Sick Leave currently as Personal Time Off
- 13 Holidays
- CalPERS Retirement
 - 2.5%@55 classic members
 - 2%@62 new members

First Application Review Date Is February 17, 2017

**THE SAN MATEO COUNTY HARBOR DISTRICT IS
AN EQUAL OPPORTUNITY EMPLOYER**