

# GENERAL MANAGER



## OUR MISSION

*To assure the public is provided with clean, safe, well-managed, financially sound and environmentally pleasant marinas.*



# THE POSITION

Headquartered in beautiful El Granada, California, 25 miles southwest of San Francisco on the Pacific Coast, the San Mateo County Harbor District (the District) is the primary agency responsible for the development, maintenance, and safety of Pillar Point Harbor near Half Moon Bay and Oyster Point Marina in San Francisco Bay.

As the General Manager, you would be working with an active, engaged maritime community in both coastal and bayside harbors. Enjoy a fantastic quality of life in a small, coastal California town with great weather, warm people, and a bright future. Pillar Point Harbor is a focal point of the community, an economic driver for both commercial fishing and tourism, and a gathering place for locals. The General Manager is an important and visible member of the community - YOU are the primary ambassador of the District! Don't miss this chance for your next career move!

## Upcoming Projects – What You would Be Doing

- » Pillar Point Harbor pier renovation
- » Construction of new District-owned offices
- » District Master Plan update
- » Ongoing improvements to District facilities such as dredging boat ramps
- » Upgrade to the Financial Management System
- » Implementation of Capital Improvement Plan
- » Maintain the Strategic Plan

To learn more, go to [smharbor.com](http://smharbor.com)



# BOARD OF COMMISSIONERS

The Board of Commissioners is an elected five-member body that until recently was elected on an at-large basis countywide. However, the next set of elections in 2020 will transition to district-based seats. The Board adopts the budget, sets policy, establishes a strategic plan, serves on relevant legislative and coordination committees with peer agencies at the state and local level, and supervises the General Manager.

The FY18/19 budget anticipates \$13.1 million in total revenue. Approximately 60% of the operating revenue comes from property taxes while 40% comes from user fees, licenses, permits, and other enterprise sources. The District has zero debt. Click [here](#) to view the current budget.



# GENERAL MANAGER

Appointed by and serving at the pleasure of the Board of Commissioners, the General Manager acts as the Chief Executive Officer for the District. The General Manager administers the District and has exclusive management and control of the operations and works of the District, including day-to-day leadership for the District. The General Manager will:

- » Attend all meetings of the District's Board, and other such meetings as the Board specifies.
- » Provide a motivating, inspiring, and positive work culture, where good ideas flourish and are actualized.
- » Encourage the staff to provide the highest service to our customers.
- » Attempt to resolve all public and employee complaints.
- » Work collaboratively with stakeholders and the public.
- » Maintain positive relationships with partner agencies.
- » Implement policies approved by the Board of Commissioners.
- » Carry out the short, medium, and long-term work program for the District.
- » Work with the Director of Finance to manage and administer the District Budget.

# IDEAL CANDIDATE

The San Mateo County Harbor District seeks an experienced, flexible, and cooperative leader who is committed to building long-term relationships and trust with the public, peers, and especially the Board. The General Manager is the principal counselor to the Board and makes efforts to engage, understand, and develop policies based on mutual trust and understanding with all five members. The next General Manager will have excellent “soft” management skills. A background from a harbor, marina, community services district, parks and recreation system, or hospitality management would be preferable. This background will be supplemented by solid business best practices, such as emphasizing fair and open competition for all sizes of procurements. A seasoned negotiator, the General Manager will bring an aptitude for achieving the strategic objectives of the District through persuasion and diplomacy. The successful candidate will be able to close out projects, cut through red tape, and move contracts or permits forward to completion. A strong budget acumen, clear communication skills, and the ability to seek out and obtain additional funding for major projects is critical.

Additional characteristics/experience identified as providing value:

- » Strong administrative expertise combined with a knowledge and awareness of harbor operations
- » Modern digital literacy and experience on social media platforms
- » A background of building relationships with agency partners, such as municipal governments, the County Board of Supervisors, the California Coastal Commission, California State Lands Commission, Bay Area Conservation and Development Commission, NOAA, and the Army Corps of Engineers.
- » Demonstrated experience addressing staff motivation, training, and retention
- » Ability to negotiate a complex regulatory environment and get projects permitted
- » A desire to live locally in the District’s service area and be a visible member of the community
- » Experience addressing environmental concerns such as water quality, waterfowl and mammal migration, and sea level rise

*Pillar Point Harbor is an active commercial fishing harbor. Two thirds of the berths are used for fishing purposes, and three commercial fish buyers operate directly off the pier.*



## EDUCATION AND EXPERIENCE

The ideal candidate will possess no less than 5 years of increasingly responsible experience performing complex budgetary, financial, policy and organizational analysis duties. Experience working directly with an elected council or board in a comparably sized organization is preferred. A Bachelor's degree in business, public administration or a related field is desirable. Experience working in harbors or marinas is helpful, but not required.

## COMPENSATION AND BENEFITS

Compensation and benefit package will be competitive and negotiable depending on the experience and qualifications of the chosen candidate. Benefits include:

- » CalPERS Retirement (2.5% @ 55 Classic or 2% @ 62 PEPR)
- » Deferred Compensation Plan (2% employer match)
- » Medical Insurance for GM and immediate family (85% employer-paid)
- » Dental and Vision Insurance (100% employer-paid)
- » Group Life Insurance (100% employer-paid)
- » Paid Time Off (22 hours per month)
- » Paid Holidays (10 regular and 3 floating)

A vehicle allowance, relocation assistance, and a limited-term housing allowance are negotiable items.



Oyster Point Marina and ferry terminal in South San Francisco.

## APPLICATION AND SELECTION PROCEDURE

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Monday, July 15, 2019**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://secure.cpsshr.us/escandidate/JobDetail?ID=460>

For further information contact:  
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Website: [www.cpsshr.us](http://www.cpsshr.us)



Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the Board of Commissioners. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.



# ABOUT THE SAN MATEO COUNTY HARBOR DISTRICT

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Pillar Point Harbor (PPH) is a well-protected working harbor known for its active commercial, recreational, and fishing opportunities. One of the hallmarks of the harbor is its direct fishermen-to-public fish sales that not only provides stable prices for fishermen but also a fantastic market and tourism experience for visitors. In 2013, PPH was the sixth highest-earning port and seventh by landings in weight in California. Pillar Point Harbor enjoys both an inner and outer breakwater, making it one of the safest harbors in the United States, and hosts 369 berths. Additionally, the District permits the annual Mavericks surf competition, which regularly features the **world's best surfers taking on waves up to 50 feet high.**

The District took over operation of the Oyster Point Marina and Park from the City of South San Francisco in 1977. It then completed construction of docks and 589 berths, a new breakwater, and onshore facilities during the 1980's. The District diversified this recreational marina bringing in ferryboat service (134 of 589 berths were removed to accommodate ferry service, resulting in 455 berths) to the East Bay, dining cruises, marine educational programs, and cooperation with the City on area redevelopment. The District does not operate the ferry service.

San Mateo County, which includes most of the San Francisco Peninsula, extends from Daly City and South San Francisco to Menlo Park and Portola Valley in the south. It includes both bayside and coastal communities and has a total estimated 2018 population of almost 770,000 people. San Mateo County hosts numerous large, international corporations, including Facebook (Menlo Park), Visa (Foster City), and YouTube (San Bruno). As a suburban extension of San Francisco, San Mateo County typically has a high cost of living, with median home prices exceeding \$1 million. However, its temperate climate, endless recreational opportunities, sporting events, arts and culture in both San Francisco and San Jose, and extensive job prospects continue to attract a growing, educated population. With facilities in both the bay and coastal portions of the county, the next General Manager of the San Mateo County Harbor District is certain to have a dynamic, fulfilling, and challenging opportunity to serve residents, businesses, and tourists visiting San Mateo County.

