

## **Marina Harbormaster/Manager – Private Marina**

We are currently seeking a resident Marina Manager for Anchor Cove Marina in Anacortes, WA. Transition training will be provided by former manager and Anchor Cove Board of Directors Dock Chairman. There will also be an up to 6-month trial period before the Board of Directors considers the position permanent.

The Marina Manager reports to the Board of Directors (BOD) via the Dock Chairman and is expected to reside onsite at the marina in a two bedroom, one bathroom apartment provided by the marina. Unique arrangements are possible for any candidate who lives close to the Marina with the expectation that overnight presence is still required for certain times as agreed to by the BOD. In addition, any allotted time off assumes coordination with the Dock Chairman to allow for coverage of essential duties during the Manager's absence.

- Compensation is in the form of an all inclusive salary
- Healthcare is assumed to be arranged and paid for by the employee
- Lodging at Anchor Cove Marina facility with paid utilities is included
- Paid time off is included in the form of 2 weeks vacation and the equivalent of 2 days off each week

The Marina Manager is aided by office and bookkeeping staff as well as part-time dock maintenance personnel.

### **OUR FACILITY and ATMOSPHERE**

Anchor Cove Marina is a private, gated-access condominium marina located in Anacortes, WA. The Marina has 167 privately owned slips occupied by slip owners or licensees. Anchor Cove is a family-friendly marina that includes facilities such as picnic area, BBQs, crab cookers, shop, free WiFi, fluid recycling, small boat and trailer parking, laundry, etc.

The Board of Directors places a high level of importance on the ability of any manager to not only manage facilities and personnel but to help create a friendly and welcoming atmosphere for owners and their guests while also guiding them in our marina practices and safety rules.

### **RESPONSIBILITIES**

The Marina Manager has the overall responsibility for directing the daily operations and maintenance of the Marina and its business office while ensuring compliance with Marina rules, Bylaws, and Declarations. The Anchor Cove BOD expects to form a close partnership with an experienced and well-organized Manager who is proactive in suggesting needed improvements or changes to any of our Marina practices. The Anchor Cove BOD does not expect every required aspect of Marina maintenance to be managed by staff or by outside vendors but rather an appropriate blend that results in compliance with any regulatory requirements and a professional and long lasting repair or upgrade to facilities.

## **SPECIFIC RESPONSIBILITIES**

- Providing excellent customer service through verbal and non-verbal actions
- Effectively managing labor
- Recruiting, hiring, and training qualified Marina employees
- Administering property, including effectively budgeting resources, monitoring required property standards, and providing consistent open communication with owners, licensees, and the Board of Directors.
- Adhering to and enforcing safety policies
- Analyzing and interpreting maintenance, operational, and financial statistics and other data to effectively plan for needs and identify trends
- Conduct preventive and scheduled maintenance of the facilities
- Participation in Board of Director and Owners meetings and contributing to Marina strategy and policy-making as required
- Recruiting and supervising a staff of approximately 3 to 4 employees.
- Requisitioning tools and supplies as needed
- Interacting with and/or directing vendors and contractors
- Proactively suggesting and implementing improvements to Marina operations, processes, and infrastructure.
- Additional responsibilities, as directed by the Board of Directors
- Weekend work (Sat/Sun) is required

## **SKILL SETS and ABILITIES**

- Exceptional interpersonal, customer service, and communication skills
- Knowledge of regulatory requirements, and all aspects of marina operations and management
- Knowledge of facilities, equipment, and systems
- Mechanical, carpentry, and electrical knowledge
- Good working knowledge of office computer software
- Passion for boating, and commitment to delighting our slip owners and licensees.
- Proven leader and team builder
- Organized, neat, and self-driven
- Washington State Boater Education Card or US Coast Guard License
- Washington State Driver's License