



WASHINGTON

HARBORMASTER

\$75,000 - \$90,000

Plus Excellent Benefits

Apply by

July 7, 2024

(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



Poulsbo, Washington, is home to a population of 12,000 residents, and is located in the northern part of Kitsap County within a 4.5 square mile area. Liberty Bay, originally called Dog Fish Bay, along with the majestic, snow-peaked Olympic Mountains to the west brought the Scandinavians to settle in Poulsbo because the area was so similar to the fjords of Norway from which they were from.

Prior to Euro-American settlement, Poulsbo was in the heartland of the Suquamish People, who have lived in Puget Sound for thousands of years. Suquamish ancestors occupied villages and camps on the Liberty Bay shoreline over the past 5,000 years, hunted throughout the Poulsbo forests and floodplains, fished in bays and streams, and collected shellfish along the marine shoreline.

Today Poulsbo is a thriving community with many amenities that attract tourists and encourage people to move to this area. With its picturesque downtown core of historic storefronts and shopping areas at Poulsbo Village, along Viking Avenue, and in College Market Place, Poulsbo offers much to citizens and guests alike. These include several beautiful parks throughout the city, a boardwalk along Liberty Bay, the Valborg Oyen Public Library, three marinas, interesting gift shops, delicious bakeries, good schools including the Olympic College satellite campus, and panoramic views of Liberty Bay and the Olympic Mountains.

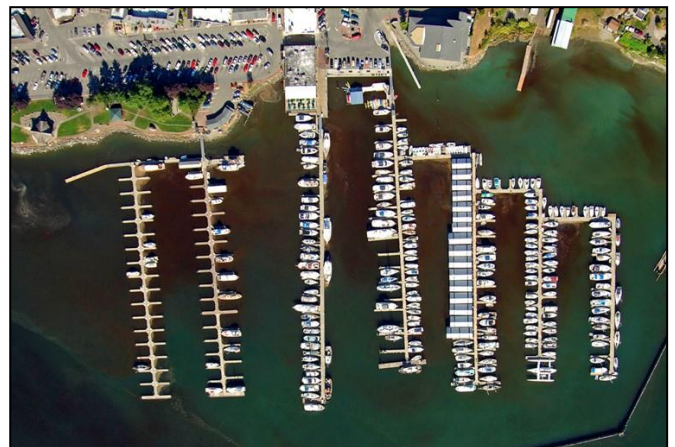
The Port of Poulsbo includes an active waterfront area located in the center of Poulsbo's commercial zone with fine restaurants, unique shopping areas, antique stores, the Marine Science Center, historic walking tours and waterfront trails. Residents and visitors can walk along the boardwalk on Liberty Bay and listen to the sound of seagulls, breathe in the fresh marine air, catch a glimpse of the Olympic Mountains, and watch the abundance of wildlife in and around beautiful Liberty Bay. The boardwalk also leads to an undisturbed park conservation area with native flora and fauna, a bird sanctuary, walking paths and picnic areas with room for all to enjoy.

THE PORT

The Port of Poulsbo is governed by a 3-member Board of Commissioners elected at large from within the port district, serving staggered 6-year terms. Port commissions establish long-term strategies for a port district, and create policies to guide the development, growth, and operation of the port. The Board is also responsible for the port's annual budget, approving tax levy rates, and hiring professional staff members responsible for the port's daily functions.

The Port operates a first-class destination marina, the Poulsbo Marina, for both recreational and commercial vessels. The Port's popular mountain views are surrounded by numerous recreational opportunities including natural, historic, scenic, cultural and dining pleasures. Separated from the main body of Puget Sound through a narrow passage, it is indeed a safe harbor in a storm and is protected from the gales associated with the area. As one of the most popular places for boaters to visit in Puget Sound, the Poulsbo Marina consists of 7 docks providing a safe harbor for permanent and guest moorage. Visiting boaters enjoy a clean, well-run marina and a multitude of shops, galleries, and eateries all within a short walk of the marina.

The district of the Port of Poulsbo was formed in 1951. Since then, the marina has grown to include 7 main docks with 253 permanent slips, 130 transient slips and 15 boathouses. Marina features include water and power utilities, a seaplane base, kayak and canoe rentals, diesel and gasoline fuel facility, sanitation pump outs, laundry, restroom and shower facilities, launch ramp, and dedicated parking spaces. The port additionally owns an offsite parking lot on Jensen Way, complete with electric vehicle charging stations.

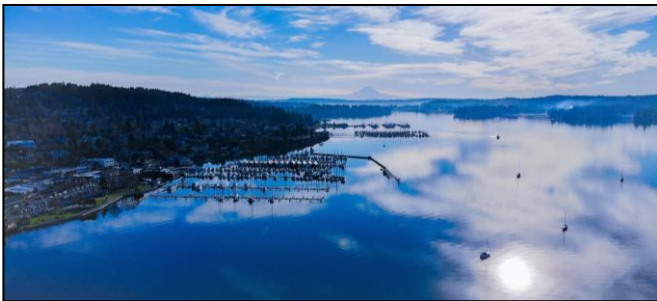


THE POSITION

The Harbormaster is primarily responsible for managing the daily operations of Port facilities, including maintenance, guest moorage, and large-scale capital projects for all Port facilities. Authority is delegated by the Port Commission to the Harbormaster for the day-to-day administration of the Port regulations, policies, and business operations. The Harbormaster, in turn, may delegate specific responsibilities and authority for administration of associated duties to designated personnel. The new Harbor Master will supervise up to 9 individuals when the Port is fully staffed.

This position will work closely with the Port Accountant, who manages the Accounting Technician and Permanent Moorage Coordinator. While co-equal with the Harbor Master, the Port Accountant has separate authority under the Board of Commissioners, reports directly to the Board, and works independently from the Harbormaster. Attendance by the Harbor Master at Port Commission meetings is required twice per month, or as requested.

To review the main responsibilities of the Port's Harbormaster please click [here](#).



THE IDEAL CANDIDATE

The Port is looking for candidates with proven honesty and integrity that have at least five (5) years of staff supervisory experience. The selected candidate will have a history of strong and proactive communication and be actively responsive to both the Commissioners and the public.

The ideal candidate will have management skills, diplomacy, and tact, and be able to represent the Port professionally. This person will have the ability to obtain local, state, federal, and philanthropic grants to support Port projects, and will understand and lead the Port through the significant environmental issues that all Ports must address.



The ideal candidate will have marine experience, likely as a boater, who understands and can address issues the Port faces such as maintaining reliable electric service on the docks, ensuring a safe and peaceful atmosphere and reinforcing a culture of safety and regulatory compliance. It is preferred that candidates have, or are willing to obtain, various certifications with the American Boating & Yachting Council, especially in electric, water & wastewater systems.

Candidates must be willing to "roll up their sleeves and get dirty when necessary". The ideal candidate will be out on the docks on a regular basis, ensuring that Port policy is enforced, and building a positive relationship with local law enforcement, to address issues including homelessness, boat squatters, trespassed individuals, abandoned boats, and over-zealous partiers.



COMPENSATION & BENEFITS

- **\$75,000 - \$90,000 DOQ**
- Full medical, dental, vision & prescription (\$81.38 per month) for family (90/10 plan).
- The Port has a simple IRA that matches dollar to dollar, up to 3% of gross wages.
- Accrued Paid-time-off (PTO) starts at the end of a probationary period. PTO starts at 16 hours per month and increases with longevity.
- 9 paid holidays with 2 additional personal holidays.

**For more information on
the Port of Poulsbo and the region
please visit:**

www.portofpoulsbo.com

www.visitkitsap.com/poulsbo



The Port of Poulsbo is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 7, 2024** (First Review, Open Until Filled.) Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Port of Poulsbo, WA – Harbormaster**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.

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www.prothman.com

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