

**RESOLUTION NO. 31-09-14**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO REVISE THE JOB DESCRIPTION FOR THE POSITION OF HARBOR MARINA DIRECTOR; PROVIDING FOR THE PUBLICATION OF AN UPDATED UNIFORM CLASSIFICATION SYSTEM; AND, PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

**WHEREAS**, the Uniform Classification System of the Town of Lake Park is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

**WHEREAS**, it is necessary to provide an updated listing of certain current titles and classifications within the Town service.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:**

**Section 1.** The foregoing recitals are hereby incorporated as if fully set forth herein.

**Section 2.** The Uniform Classification System is amended to revise the job description for the position of Harbor Marina Director. A copy of the revised job description is attached hereto as Exhibit A.

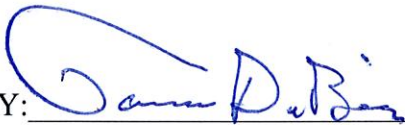
**Section 3.** This Resolution shall become effective immediately.

The foregoing Resolution was offered by Commissioner O'Rourke who moved its adoption. The motion was seconded by Commissioner Rapoza and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR JAMES DUBOIS	<u>  /  </u>	<u>  —  </u>
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>  /  </u>	<u>  —  </u>
COMMISSIONER ERIN FLAHERTY	<u>  /  </u>	<u>  —  </u>
COMMISSIONER MICHAEL O'ROURKE	<u>  /  </u>	<u>  —  </u>
COMMISSIONER KATHLEEN RAPOZA	<u>  /  </u>	<u>  —  </u>

The Town Commission thereupon declared the foregoing Resolution NO. 31-09-14 duly passed and adopted this 17 day of September, 2014.

TOWN OF LAKE PARK, FLORIDA


BY:   
JAMES DUBOIS  
MAYOR

ATTEST:

  
VIVIAN MENDEZ  
TOWN CLERK

TOWN OF LAKE PARK  
(TOWN SEAL)  
FLORIDA

Approved as to form and legal sufficiency:

BY:   
THOMAS J. BAIRD  
TOWN ATTORNEY

## HARBOR MARINA DIRECTOR

CODE: 620  
DEPARTMENT: Lake Park Harbor Marina

### CHARACTERISTICS OF THE CLASS

Under the administrative direction of the town manager, is responsible for the administration, direction and supervision of all Lake Park Harbor Marina activities and employees, including the planning, directing and coordinating of all Marina-related operations and activities. Oversees slip rentals, and assists the Town finance director with the collection and accounting of all income generated by the Marina, including, but not limited to, slip rentals, fueling charges, transient boater fees, ramp fees, concession sales and other miscellaneous revenues. Attends meetings of the Town Commission and other meetings that may impact the functioning and performance of the Marina. Prepares and presents verbal and written reports to the town manager outlining the achievement of desired results on a regular basis. Performs related duties as directed when such duties are a logical and appropriate assignment to the position. This is an exempt position.

### EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed by this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develop, write and implement a comprehensive business plan for the operation of the Lake Park Harbor Marina and update such business plan on an annual basis
- Continuously seek to identify strategies for advertising Marina services and implement such strategies with the approval of the town manager, including but not limited to participation by the Marina in marine industry events
- Continuously seek to identify and develop proposals for revenue enhancing activities such as fishing tournaments and art shows at the Marina
- Coordinate all Marina events
- Ensure positive customer service by establishing and maintaining a cordial and friendly relationship with all Marina patrons and with the general public
- Enforce the Marina rules and regulations in accordance with the Town Code
- Ensure that the Marina is maintained as a safe recreational and work environment pursuant to the Town's Workplace Safety and Health Manual, and recommend to the town manager steps needed to maintain the Marina in a neat, safe and orderly manner
- Supervise, direct and coordinate all activities necessary for the operation, building maintenance, repair and upkeep of the Marina
- Supervise the assignment of rental boat slips pursuant to established procedure and maintain comprehensive and updated records relating to such rentals
- Supervise all functions relating to boat launching, parking and related activities
- Establish and implement, in conjunction with the Town finance director, a system of checks and balances to ensure accurate accounting of all revenue and inventory
- Supervise the collection, accounting and delivery to the Town Finance Department of all launching fees and revenues resulting from the daily operation of the Marina
- Maintain accurate and current records of all Marina operations, and provide periodic written and verbal reports as required by the town manager
- Prepare annual departmental budget for approval by the town manager

*Approved on 9/17/2014  
pursuant to Resolution  
31-09-14*

## **REQUIREMENTS**

### **A. Training and Experience:**

Minimum requirements: Must possess a minimum of five (5) years of demonstrated professional experience as a marina manager which includes the complete operation and maintenance of a marina with 100 or more slips. Bachelor's degree from an accredited college or university majoring in business, accounting, public administration or related field, preferred but not required. Certified Marina Manager (CMM) also preferred, but not required.

### **B. Knowledge, Skills and Abilities**

- Knowledge of the principles, practices and methods for the operation of a business
- Knowledge of the principles, practices and methods of the operation of a marina
- Knowledge of boating and seamanship functions
- Knowledge and understanding of standard office procedures
- Familiarity with Dock Master (or similar marina accounting software package)
- Microsoft Word and Excel spreadsheet programs, and demonstrated ability to use same
- Ability to prepare and implement budgets
- Ability to establish and maintain effective public relations, with emphasis on generating excellent customer service
- Ability to develop short-term and long-term strategic plans and to effectively present them to policymaking bodies
- Ability to maintain accurate records
- Excellent oral and writing skills and the ability to present ideas clearly and concisely in verbal and written reports
- Ability to perform required work without direct supervision
- Ability to plan, prioritize and supervise the work of other employees
- Ability to conduct himself or herself professionally in the eyes of elected officials and the general public
- Flexibility to work independently as well as functioning as a team member

### **C. Physical Requirements:**

Performance of the duties of this position may involve frequent walking; standing; some lifting and carrying objects of moderate-to-heavy weight (12-50 pounds); as well as operation of vehicles, office equipment, computers, shop or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. Must be able to swim.

### **D. Environmental Requirements:**

Task may require frequent exposure to adverse environmental conditions.

### **E. Sensory Requirements:**

Task requires color, sound, odor, form and texture perception and discrimination.

## **F. Blood Borne Pathogens:**

### **Category 1 – Moderate to Minimal Risk Exposure**

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.