



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE: MARINA SUPERVISOR**

**DEFINITION:** Under direction, supervises the marina enterprise function including operational and budget control, revenue generation and tactical planning responsibilities.

**REPORTS TO:** Manager - Marine Bureau or Superintendent - Operations

**EXAMPLES OF DUTIES:**

(The functions of the classification may include, but are not limited to, those listed below)

- Supervises and coordinates activities of personnel engaged in carrying out Marine Bureau objectives, policies, procedures, rules, and regulations;
- Plans, organizes and coordinates work activities and schedules and makes suggestions to improve services;
- Ensures marina customers are satisfied with services provided;
- Assists customers/permittees with their use of marinas, including slip assignments and rentals, billing questions, and other customer service issues;
- Coordinates activities with City departments and other government agencies to prevent delays in actions required or to improve services to the public;
- Plans and conducts training of personnel;
- Evaluates personnel performance and participates in the selection and discipline of subordinate personnel;
- Reviews reports and other records prepared by subordinates for clarity, completeness, accuracy, and conformance with Bureau policy;
- Assists in planning and supervising the implementation of marketing efforts;
- Oversees space assignments for visiting vessels and fee collections from owners;
- Participates in and promotes highly visible public relations and safety awareness activities at the marinas;
- Oversees enforcement of rules and regulations, including live aboard and parking issues;
- Develops, coordinates and oversees procedures for the handling of major special/social events that impact the marinas and beaches;
- Acts as a liaison with the Marina Patrol Division of the Police Department regarding security issues and the Dock Watch Program;
- Makes recommendations for the annual budget;
- Supervises and may perform regular inspections of structure floatation, sea wall, marina boat and shore mooring facilities;
- Operates and maintains marina equipment as needed, such as small water craft, hoists, pump-outs, etc;
- Performs other related duties as required.

MARINA SUPERVISOR (continued)

**MINIMUM REQUIREMENTS:**

Five or more years recent experience in marina operations or a closely related environment including at least one year of experience supervising marina personnel;  
Ability to effectively communicate both orally and in writing;  
Ability to communicate tactfully and effectively with the public, law enforcement and other government agencies;  
Good working knowledge of pleasure craft, boating laws and related boating codes, rules and regulations;

A valid California motor vehicle operator license;  
Willingness to work shifts, nights, weekends, and holidays as necessary;  
Familiarity with personal computers is highly desirable.

**HISTORY:**

Established 10/01/96

Approval/Adoption Dates: 04/14/98 - Human Resources Department  
04/29/98 - Civil Service Commission