



Waterfronts Manager

Exempt: Yes
Salary Range: \$50,566 - \$71,806
Shift: Full Time - Day
Reports To: City Manager

Summary:

Key senior staff position responsible for managing and developing municipal water based operations and bay related projects within municipal limits of Kings Bay and Crystal River. This would also include management of operations at Three Sisters Springs Refuge, Hunter Springs Park and Kings Bay Park. The emphasis of the position is to improve, maintain programs and systems to control manatee related activities including the manatee swim program, while working to improve environmental condition of the Springshed of Kings Bay.

Essential Duties and Responsibilities:

Include the following. Other duties may be assigned as needed and appropriate.

Work with City Manager and USFWS in management and operations of Three Sisters Springs Refuge. Supervise employees.

Work with Sheriff's department on enforcement on Kings Bay.

Developing and managing a system to control water based business operation in Kings Bay and City of Crystal River.

Manage Hearing Officials docket and cases for Ordinance Enforcement.

Manage project efforts with County, SWFWMD, DEP and private organizations on improving environmental conditions in King Bay and Crystal River.

Manage/Supervisor of Water Enforcement, Park Rangers and Code Enforcement operations in the City.

Develop and execute projects assigned.

Supervisory Responsibilities:

The incumbent in this position provides general supervision of assigned employees 8 to 20. Manage operations of any concessionaires working within refuge, parks and Kings Bay. Must be able to manage outside activities related to promotion and marketing of the City's water related activities. This includes working with USFWS, Save the Manatee's, Save Crystal River, Citrus County TDC and others.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Graduation from an accredited four-year college or university with a Bachelor's Degree in Environmental Engineering/Studies, Business Administration with environmental experience or a related field supplemented by course work in management. Minimum of 5 - 8 years of experience in a field related to the responsibilities of the position including project management and supervision.

(A comparable amount of training, education or experience can be substituted for the minimum education.)

Language Skills:

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical journals or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees, department heads, and the general public.

Mathematical Skills:

Perform basic statistical calculations and interpret scientific data and analysis. Must have experience in managing budgets and meeting budget constraints.

Reasoning Ability:

Ability to define problems, collect data, establish facts, draw valid conclusions establish a plan and execute the plan.

Ability to interpret an extensive variety of technical and non-technical information and deal with several abstract and concrete variables.

Other Skills and Abilities:

General understanding of municipal ordinances and governmental administrative policies.

Maintain an effective organization while also working with other departments to meet the needs of the Citizens of Crystal River.

Ability to express oneself clearly in writing and orally, and to appear before groups of taxpayers and the Council to present data and programs which enhance the continued efficient operation of the City.

Physical Demands:

See attached

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work is conducted generally in office environment, with periods outside in the parks and on the water