**Moorage Manager Job Description**

**Overall purpose of the job**:

*Combine your love of the water with your career!*

This person will be responsible for the overall management of the moorage, including day-to-day relationships with members, government and business entities, capital improvement projects, financial management, moorage personnel and office administration.

1. Responsible for managing the relationships and negotiating contracts with the various suppliers to the moorage. Responsible for negotiating agreements for parking lot and street maintenance. Work with city and PGE on upcoming projects and parking lot improvements.
2. Responsible for negotiating management lease with ODSL.
3. Responsible for developing annual improvement plans. Work with project engineers to secure permits, assisting as needed to work with engineering firms, city and county permitting agencies, and construction companies. Utilizing Reserve Study information, implement plans according to schedule and within approved budgets.
4. Work with head of maintenance to develop annual, summer and winter maintenance plans with the long-term goal of reducing emergency maintenance activities and emergency expenditures. Manage maintenance personnel.
5. Utilize current technology to increase productivity, improve communication, and reduce paperwork.
6. Communicate with certificate holders and renters of moorage, informing them in a timely manner of pertinent information. Gather feedback on potential plans and include in final recommendations to the board.
7. Communicate with real estate agencies, new members, and renters to ensure appropriate paperwork, background checks, and rules and regulations are provided as needed.
8. Make recommendations to board on policy changes. Communicate the needs of the moorage residents to the board. Advise board as needed. Attend all board meetings.
9. Responsible for the entry gate system.
10. Manage the complaint system as defined by the Complaint Policy. Resolve issues in a timely and fair manner. Forward complaints to Complaint Committee or the board when appropriate.
11. Develop draft for annual budget, including annual maintenance plan. Work with Finance Committee to finalize budget. Manage moorage operations within budget. Approve accounts payables and co-sign checks.
12. Responsible for managing administrative functions, data entry and information management for moorage.

**Requirements:**

1. Ability to proficiently utilize current office and communication technology.
2. Must have strong written and oral communication skills.
3. Knowledge of budgets and financial administration.
4. Excellent organization skills and attention to detail.
5. Ability to handle multiple projects, establish priorities and meet deadlines.
6. Able to develop and maintain relationships government agencies, vendors and suppliers, certificate holders and renters.
7. Must have at least 5 years management experience.
8. Must provide at least 2 solid professional references.
9. Knowledge of city, county and state codes & requirements, including fire codes, harbormaster codes, Title 28 etc. (desired)