

AVAILABLE POSITION

# DEPUTY BOARD SECRETARY

SAN MATEO COUNTY HARBOR DISTRICT



## OUR MISSION:

To assure the public is provided with clean, safe, well-managed, financially sound and environmentally pleasant marinas.



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## DEPUTY BOARD SECRETARY

### San Mateo County Harbor District

At the San Mateo County Harbor District, we are committed to public service, public access, and environmental stewardship of our marinas. The **Deputy Board Secretary** is a critical administrative aide to the Board of Harbor Commissioners and is responsible for providing information, maintaining records, and providing confidential staff support for the Board. The Board consists of five elected officials from San Mateo County, and the **Deputy Board Secretary** is the primary staff person responsible for preparing agendas and packets for regular and special meetings; ensuring compliance with public notice of meetings and the conduct of closed sessions; drafts official meeting minutes; preparing summaries of board meetings; and filing a variety of required reports with state agencies.

The **Deputy Board Secretary** maintains the Board's calendar, schedules meetings and screens requests for appointments with the commissioners. The **Deputy Board Secretary** is a confidential position and requires tact, diplomacy, and strong communication skills. The selected candidate must have excellent organizational skills, the ability to multi-task as well as proofreading complex documents, and must possess exceptional communication and computer skills.

The **Deputy Board Secretary** reports to the General Manager.

## Application and Selection Procedure

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of Friday, February 28, 2020.

Resume should reflect years and months of employment and beginning/ending dates.

Please go to our website to submit your application: <https://executivesearch.cpsshr.us/JobDetail?ID=596>

For further information contact:

Andrew Nelson  
CPS HR Consulting  
(916) 471-3329  
[resumes@cpsshr.us](mailto:resumes@cpsshr.us)  
Website: [www.cpsshr.us](http://www.cpsshr.us)

Resumes will be screened in relation to the minimum qualifications required for this position. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

## Position Requirements Compensation and Benefits

### Education & Experience

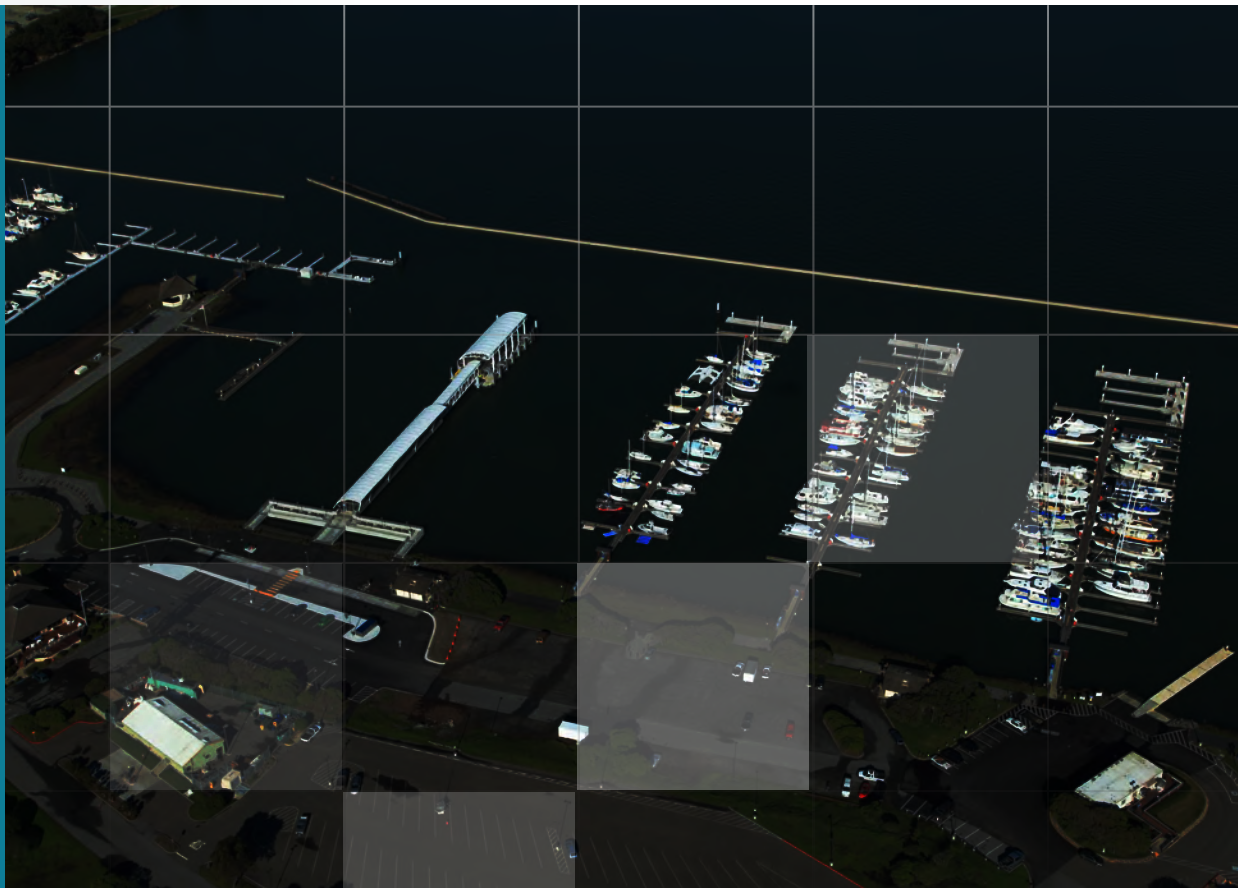
High school diploma or equivalent and at least 60 semester units from an accredited college or university. Four years of general administrative experience, with public sector experience preferred.

### Compensation

Monthly Salary:  
\$5,912-\$7,923

### Benefits

- CalPERS Retirement
- Deferred Compensation Plan
- Medical Insurance for employee and immediate family (85% employer-paid)
- Dental and Vision Insurance (100% employer-paid)
- Group Life Insurance (100% employer-paid)
- Paid Time Off
- Paid Holidays



# About the San Mateo County Harbor District



Headquartered in beautiful El Granada, California, 25 miles southwest of San Francisco on the Pacific Coast, the San Mateo County Harbor District (the District) is the primary agency responsible for the development, maintenance, and safety of Pillar Point Harbor in Half Moon Bay and Oyster Point Marina in San Francisco Bay. Pillar Point Harbor (PPH) is a well-protected working harbor known for its active commercial, recreational, and sport fishing opportunities. One of the hallmarks of the harbor is its direct fishermen-to-public fish sales that not only provides stable prices for fishermen but also a fantastic market and tourism experience for visitors. In 2013, PPH was the sixth highest-earning port and seventh by landings in weight in California. Pillar Point Harbor enjoys both an inner and outer breakwater, making it one of the safest harbors in the United States, and hosts 369 berths.

The District took over operation of the Oyster Point Marina and Park from the City of South San Francisco in 1977. It then completed construction of docks and 589 berths, a new breakwater, and onshore facilities during the 1980's. The District diversified this recreational marina bringing in ferryboat service (134 of 589 berths were removed to accommodate ferry service, resulting in 455 berths) to the East Bay, dining cruises, marine educational programs, and cooperation with the City on area redevelopment. The District does not operate the ferry service.