

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 10/28/11 tb

ANNOUNCEMENT NO. 114

HARBOR MANAGER

(NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a **NON-COMPETITIVE** examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$27,325.56 - \$94,970.71** per year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, NOVEMBER 11, 2011 UNTIL POSITION IS FILLED.**

NOTE: APPLICATIONS WILL BE ON-GOING UNTIL POSITION IS FILLED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Under the general direction of the Director of Port Control and his/her designee, is responsible for the management of the North Coast Harbor and related properties for the Division of Harbors. Serves as primary contact for departments and agencies within and outside of City of Cleveland for matter under the jurisdiction of the Division of Harbors. Responsible for implementing all strategic plan objectives with respect to the Harbors Division. Effectively manages all related consulting and requirement contracts related to Harbor functions, which include property management and event planning on a large scale. Performs other related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree in Business, Public Administration, Management, Maritime, Social Sciences, or related field from an accredited four year college or university is preferred. Two years of full-time paid progressively responsible experience in program administration is required. Must be able to lift and carry 30 pounds. A valid State of Ohio Driver's License is required.

NOTE: All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER