

Town of North Beach
Waterfront Operations Manager

This is a full-time, year-round position. Dates and hours are subject to change due to seasonal needs and business requirements.

Summary:

This position requires a well-rounded individual who can manage a team of people and a busy waterfront staff. The ideal candidate will have a strong management background and/or experience working in or managing waterfront activities and staff.

Diversity helps us build a team that represents a variety of backgrounds, skills, and perspectives. We are an Equal Opportunity Employer. Salary Range – 48,000 – 52,000 per year. Complete benefit package available.

Responsibilities and Duties – full list available upon request

- Creates and manages the schedule for all waterfront staff
- Manages the operations staff on a daily basis to ensure that all guests are greeted appropriately, registers checked out correctly, revenue is accounted for in each category, and that all systems are followed
- Works some shifts in the office to supplement staffing needs (equipment rentals, questions, etc.)
- Manages payroll for the waterfront staff
- Trains and monitors staff as relates to standard operating procedures
- Wears the waterfront team uniform in accordance with the uniform code. Maintains a neat appearance and a professional demeanor.
- Maintains a working knowledge of the daily activities and events of the waterfront.
- Assists in maintaining a safe working environment for all.
- Responds to emergency situations received by radio, telephone and personal request of the North Beach Mayor, Council and other staff.
- Assists guests who are checking in to the waterfront for the day.

Essential Qualifications and Competencies:

- High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.
- Resort/Hotel guest service experience preferred.
- Waterfront Management experience preferred.

Individuals should contact Stacy Milor, Town Clerk at: northbeach@northbeachmd.org for questions and to submit your resume'