



POSITION DESCRIPTION

TITLE: Director of Marinas

STATUS: Exempt

REPORTS TO: Chief Operating Officer (COO)

FT/PT: Full-Time

DEPARTMENT / AREA: Administration

DATE: August 2025

PURPOSE:

Help Shape the Future of Kitsap County with the Port of Bremerton

The **Port of Bremerton** is proud to play a leading role in strengthening our community. In 2023, we were honored as **Port of the Year** by the Washington Public Ports Association—a recognition of the hard work and teamwork that's driving real results for Kitsap County.

From supporting **businesses around our airport and industrial park** to creating **recreational spaces for families** and making **targeted investments in infrastructure**, we're building opportunities that benefit everyone who lives, works, and visits here. As the home of the largest airport on the Kitsap Peninsula and two thriving marinas, we're growing rapidly—and the momentum is on our side.

What sets us apart is our **culture of collaboration and pride**. We believe in rolling up our sleeves, supporting one another, and celebrating successes as a team. When you join us, you'll find a workplace where your ideas are valued, your work makes a visible impact, and your contributions help shape the future of the region.

If you're looking for more than just a job—if you want a career where you can **lead with purpose, grow your skills, and make a lasting difference**—the Port of Bremerton is the place to do it.

WHO ARE WE LOOKING FOR:

The Port of Bremerton is looking for an experienced, visionary Director of the Marina Facilities to lead operations at Port Orchard and Bremerton marinas. This high-impact leadership role is part of the senior management team and offers an opportunity to shape strategic direction, influence community engagement, and drive operational excellence.

ESSENTIAL RESPONSIBILITIES:

Leadership & Operations

- Provide overall leadership and administration for the Port of Bremerton's marina facilities.
- Direct and support the Marina Operations Manager and office staff, ensuring effective day-to-day operations.
- Oversee hiring, scheduling, supervision, and professional development of marina personnel.
- Establish and maintain clear policies, rules, and safety procedures in compliance with Port

Commission directives and all federal, state, and local regulations.

- Ensure all harbor facilities are safe, secure, clean, and well-maintained; recommend and oversee major repairs, upgrades, and improvements.
- Manage the financial operations of marine facilities, including budgets, forecasting, and revenue management.
- Lead planning for marina growth, development, and marketing initiatives.
- Ensure excellent customer service and oversee public relations, events, and community engagement at marina facilities.
- Maintain accurate records of facility operations and provide regular reports to Port leadership.
- Carry out additional administrative responsibilities assigned.

Community Engagement & Communications

- Keep the Chief Executive Officer and Chief Operations Officer informed of marine facilities operations, development, and staff matters.
- Actively represent the Port by attending community and industry events.
- Work collaboratively with senior leadership to establish fair and competitive moorage and service rates.
- Serve on marine industry committees and represent the Port at Washington Public Ports Association, Pacific Coast Conference, and other relevant gatherings.
- Build and maintain positive relationships with customers, tenants, community members, and industry partners.

Project Management & Development

- Lead the planning, budgeting, and oversight of capital improvement projects, including facility expansions, renovations, and recreational development.
- Ensure projects are delivered on time, within scope, and aligned with the Port's strategic goals.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES:

- Expertise in facility planning, capital improvement planning, and financing for projects.
- Strong background in policy development, procedure design, contract management, and grant writing.
- In-depth knowledge of federal, state, and local laws and regulations governing marine operations preferred.
- Proficiency in administrative and budgeting processes.
- Exceptional communication skills—both written and verbal—across a wide range of stakeholders including staff, Port Commission, tenants, public agencies, and the community.

- Competency in modern software applications
- Ability to work independently, manage multiple priorities, and consistently meet deadlines.
- Proven ability to foster effective working relationships across diverse groups.
- Sound judgment and decision-making skills, with a focus on safety and accountability.
- Demonstrated leadership qualities that inspire respect, integrity, and teamwork while advancing the Port's mission.

EDUCATION & EXPERIENCE:

- Bachelor's degree in **business administration, management, or a related field** required.
- Minimum of **five (5) years of progressively responsible experience** in leadership.
- Experience in marine operations or marinas or related activities preferred.
- Experience in managing grant processes preferred.
- Knowledge of **federal and state regulations** related to marine operations is strongly preferred.

Certifications & Licenses

- Valid **Washington State Driver's License** required.
- **Certified Marina Manager (CMM)** credential preferred (or ability to obtain within a reasonable timeframe).

COMPENSATION & BENEFITS:

- **Salary Range:** \$116,000 – \$130,000 annually, DOE.
- Comprehensive benefits package including **medical, dental, vision, paid leave, and Washington State retirement system enrollment**.
- Additional perks include professional development support and a collaborative team environment.

ESSENTIAL FUNCTIONS:

The duties and qualifications outlined in this description represent the **core functions of the role**. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands & Work Environment

- This position requires a **regular presence at the Port's marinas, docks, and waterfront facilities**, as well as attendance at community meetings, events, and industry gatherings.
- Duties involve a balance of **office work** and **field activity**, including walking on docks, ramps, and uneven surfaces, often in varying weather conditions.

- The role requires the ability to **climb stairs, board small vessels, and inspect facilities**, sometimes in confined or elevated spaces.
- Must be able to **stand and walk for extended periods**, bend, reach, and occasionally lift or carry items weighing up to 25 pounds.
- Regular use of standard office equipment and computer systems is required.
- Vision and hearing abilities must be sufficient to perform inspections, ensure safety, and communicate effectively in person and by phone/radio.
- The position occasionally involves responding to **emergency or urgent situations outside of regular business hours**.
- Work is performed in a mix of professional office settings, outdoor marina environments, and community or public meeting spaces.

Equal Opportunity Employer

The Port of Bremerton is an **Equal Opportunity Employer** committed to full compliance with the **Americans with Disabilities Act (ADA)**. We are proud to encourage applications from women, minorities, veterans, and individuals with disabilities. The Port will make reasonable accommodations for qualified individuals with disabilities to perform the essential functions of this position.

