

Minimum Qualification Specification
for the Class:

HARBORS ADMINISTRATOR

Basic Education/Experience Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described below, or any other responsible administrative professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirement:

Except for the substitutions provided for in this specification, applicants must have had experience of the kind and quality described below, or any equivalent combination of training and experience.

General Experience: Four (4) years of professional, administrative, investigational or other responsible work experience. Such experience must show ability to deal effectively with fellow workers, business contacts and/or the general public, to recognize, analyze and resolve management and operational problems.

Administrative Experience: Three (3) years of administrative work which included active participation in and major responsibility for the development, management, execution and coordination of the following types of activities:

1. Policy determination and implementation.
2. Budget preparation and execution.
3. Planning, developing, directing and managing of various maritime operations and/or facilities.

Substitutions Allowed:

1. Possession of a master's degree from an accredited college or university may be substituted for one (1) year of the General Experience.
2. Excess Administrative Experience may be substituted for General Experience on a year-for-year basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position with or without reasonable accommodation.

Any condition that would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

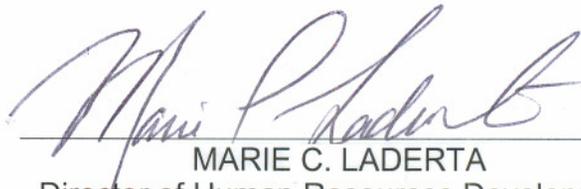
Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum qualification specification for the class HARBORS ADMINISTRATOR which was approved on September 3, 1982.

DATE APPROVED:

9/20/07



MARIE C. LADERTA

Director of Human Resources Development