



*Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor
John R. Griffin, Secretary
Joseph P. Gill, Deputy Secretary*

POSITION: Administrator I (Announcement # 10-2586-994)
Marina Manager

LOCATION: Crisfield, MD

SALARY: \$40,048 - \$63,929 (Grade 16)
State Employees' Furlough and Temporary Salary Reduction Plan effective per
Executive Order 01.01.2009.11 September 23, 2009 through June 30, 2010.

CLOSING DATE: March 10, 2010

POSITION DUTIES: The Department of Natural Resources (DNR), Boating Services Unit, is currently accepting applications for a full-time Administrator I, which serves as the Marina Manager for Somers Cove Marina, located in Crisfield, Maryland. This position is responsible for the day to day operations of Somers Cove Marina.

The following are essential functions of this position: overseeing the daily operation of Somers Cove Marina; serve as dockmaster and manage scheduling of slips; develop work schedules and supervise office staff, maintenance chief and numerous seasonal and part-time employees; assist the Executive Director of Somers Cove Marina Commission in preparing annual operating and capital budgets; assist the Executive Director in developing marketing strategies and seek methods for optimizing revenue; assist in development of plans pertaining to future activities and special events; recommend developments regarding future construction and maintenance projects.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

(You must meet **BOTH** the minimum and selective qualifications to be considered for this position.)

Education: A Bachelor's degree from an accredited college or university.

Experience: Four (I-II), five (III-IV), six (V-VII) years of experience in administrative staff or professional work. One (III-IV), two (V-VII) years of this experience must have involved one or more of the following: the supervision of other employees, overseeing and coordinating the general operations of a unit, applying rules and regulations, or exercising responsibility for the development of policies or procedures.

Notes:

1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be

substituted at the rate of 30 semester credit hours on a year to year basis for the required general experience.

SELECTIVE QUALIFICATIONS: Two years of the above experience **must** include budget/grant management.

LICENSES, REGISTRATIONS AND CERTIFICATES:

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

SELECTION PROCESS AND ASSESSMENT: Please make sure you provide sufficient information on your application to indicate that you meet the minimum and selective qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. Qualified applicants will be ranked as BEST QUALIFIED, BETTER QUALIFIED OR QUALIFIED and placed on the employment (eligible) list for at least one year.

EXAMINATION: Your application is part of the examination process. The examination will consist of a rating of your education, training, and experience related to the requirements of this position. The rating will be based on the information contained on your State application (MS-100). Therefore, it is important that you provide all the experience and education that is related to this position completely and accurately, **including signing and dating your application in the two provided areas of the MS-100.**

TO APPLY: Please submit a Maryland State Employment Application (MS-100) for this position, including the announcement number. Resumes will not be accepted in lieu of completing the application. Information must be received at the address below by 5:00 p.m. on the closing date. Faxed or e-mailed applications will not be accepted. The Human Resource Department is not responsible for applications sent to any other address. Sending the application to a different address will result in not being considered.

**Maryland Department of Natural Resources
Human Resource Service, C-3
580 Taylor Avenue
Annapolis, MD 21401
Attention: Caroline Asher
TTY: (410) 260-8835**

Applications are available at www.dbm.maryland.gov or www.dnr.state.md.us. Information may be obtained by calling 410-260-8070.

The State of Maryland is an Equal Opportunity Employer.