Title: Dredge Administrator/Business Manager
Classification: N/A

Department: Commissioners’ Office
Grade: N/A

Reports to: County Administrator
FLSA Status: Exempt

Effective Date: May 2020
Union Status: Non-represented

Summary
Professional, administrative, and managerial work as required for overseeing and managing the operations of the Barnstable County Dredge Program and all other related work, as required.

Supervision
Works under the general direction of the County Administrator with policy direction provided by the County Commissioners. Work is largely autonomous and self-directed, but regular collaboration will be required with the County Administrator.

For supervising both directly and through subordinates full-time and part-time employees. May also be required to oversee and manage support services provided by an outside consulting firm that may be contracted by the County to assist the Dredge Administrator/Business Manager.

Essential Functions
The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Work is of an administrative, professional nature, requiring the exercise of considerable judgement; position requires excellent organizational and communication skills with a specific understanding of dredging in a marine environment, dredge management, field operations and equipment, operation and maintenance budgets, annual reporting, contracting, scheduling of projects with a sensitivity to time of year restrictions on dredge and disposal operations, and an understanding of local, state, and federal laws and permits.

Supervisory and management responsibility of the County Dredge Program as directed by the County Administrator.

Prepares annual operating budgets, assists in identifying Town dredging needs, scheduling of projects, ensuring regulatory compliance and directing the operations of the County Dredge; meets and confers with the Dredge Superintendent and staff, Town officials, general public and other governmental officials;

Oversees all County Dredge Program personnel matters, including recruiting and hiring of staff, developing organizational structure to meet the staffing goals and dredge demands, securing resources for
appropriate staff training opportunities, ensuring health and safety measures are in place to protect the safety of workers and mediating personnel disputes.

Oversees the County Dredge Program’s outreach and communications with many different audiences including but not limited to, local, regional, state and federal officials, regulators, business groups, non-profit organizations, news media and the general public.

Assists the County Administrator with the development of County Dredge Program policies and procedures; and

Performs similar or related work as required, directed, or situation dictates.

**Recommended Minimum Qualifications**

**Education and Experience**
At a minimum, the successful candidate shall hold a Bachelor’s Degree (B.S.) from an accredited college or university in engineering, construction management, or other related technical field, project supervisory expertise and 10 years relevant experience with the management of dredging and/or marine construction projects. Diverse experience with very strong financial, communication, management, organizational, and supervisory skills essential; or equivalent combination of education and experience.

**Knowledge:** Thorough knowledge of the management, administration and execution of marine dredging and the legal framework of governmental and regulatory agencies/organizations. Knowledge of finance and MUNIS a plus.

**Ability:** Ability to communicate effectively orally and in writing, manage and execute dredging projects on an annual basis within established Time of Year restrictions and consideration given to potential and likely delays/impacts resulting from equipment issues and poor weather conditions; interpret complex technical information (including bathymetric surveys and regulatory permits) and translate for public officials and the general public to guide informed decision for achieving dredging needs/demands of the County; plan, organize, analyze problems, formulate recommendations, and prepare reports; prepare and administer budgets; understand the County’s political environment and sensitivities; establish and maintain effective working relationships with a variety of public and private entities including local, state, and federal elected officials, local harbormasters, natural resource directors, shellfish constables/wardens, environmental regulators, Cape Cod Commission members and staff subordinates.

**Skill:** Strong public speaking/presentation, analytical, organizational, interpersonal/collaborative communication, facilitation and negotiating, resourcefulness and discretion; computer skills that encompass effective use of word processing, spreadsheet, project management, presentation, email and internet browser software.
**BARNSTABLE COUNTY JOB DESCRIPTION**

**Required Licensing/Certification:** A valid U.S. Driver’s License

**Job Environment**
Work is generally performed in a typical office setting, with moderate noise from office equipment and light traffic; must attend meetings and represent the County at public forums with exposure to public criticism; may be required to attend evening meetings.

Work may fluctuate during the course of the year, but fluctuations reflect a predictable pattern (e.g., budget preparations, regularly scheduled meetings); may be required to respond to emergency situations.

Has frequent contact with County Dredge Program employees, media representatives, representatives of the 15 towns in the County, vendors, lawyers, state agencies, non-profit agencies and others having business with the County; contacts are in person, by telephone and other means; contact is often on sensitive or confidential matters, requiring careful analysis and judgement.

Has access to all confidential information such as policy formulation materials, criminal investigations, collective bargaining negotiations and issues, lawsuits, personnel files, and confidential materials related to inter-departmental program and policy development.

Consequences of mistakes missed deadlines or poor judgement could have a continuing adverse effect on organizational functions. Has full access to all county-wide confidential information relating to county affairs, disclosures of which would impair effective County management.

**Physical Requirements**
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum physical effort required in performing most work in the office; must be able to travel to various locations in and outside of the County; spends the majority of the work day talking, listening, and sitting; occasionally lifts up to 30 pounds, such as boxes of paper.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*Equal Opportunity/Americans with Disabilities Act Employer*