Oregon's Seaport… Port of Coos Bay
OREGON INTERNATIONAL Port of Coos Bay

Job Announcement

Charleston Marina Complex Manager

Job Summary

The Charleston Marina Complex is more than a marina – it's a thriving coastal community, a working waterfront, and an important part of the economic heartbeat of Oregon's South Coast. The Oregon International Port of Coos Bay is looking for an energetic, hands-on leader to take the helm as Charleston Marina Complex Manager. This is an exciting opportunity to lead a diverse and dynamic operation where commercial fishing, recreational boating, tourism, marine businesses, and shipyard operations all come together. If you're a strategic thinker who enjoys being out in the field, building relationships, solving challenges, leading people, and making things happen, we invite you to bring your leadership and vision to one of Oregon's most unique waterfront destinations.

The Charleston Marina Complex is an active fishing village with over 400 moorage slips for recreational and commercial vessels, a six lane launch ramp, multiple restaurants and businesses, over 100 full service RV camping sites, and a bustling shipyard for the building, repairing, and storing of vessels. Charleston is also a premier destination for a variety of outdoor activities including fishing, crabbing, and clamming.

Essential Job Functions

- Member of the Senior Leadership team that sets the strategic direction for the organization, including annual goals and performance measures.
- Directly accountable for the overall management and operations of the Charleston Marina Complex.
- Promotes safety and security for Charleston Staff and Complex users.
- Acts as project manager for contracted maintenance and repairs. Drafts scopes of work, requests for proposals (RFP), and invitations to bid for contracted maintenance and repair services. Oversees contract terms from execution to completion.
- Develops and oversees preventive maintenance and inspection programs for docks, buildings, equipment, and other Complex assets; maintains records of facility conditions; and recommends prioritized capital improvements and replacement projects.
- Drafts, recommends and implements policies, procedures, programs, goals and objectives.
- Directly accountable for the adherence of environmental compliance and statutory regulations of the Complex facilities to include all local, state and federal laws.
- Ensures implementation and compliance with Port policies and procedures, applicable laws and ordinances within the Complex from all Complex users.
- Provides exceptional customer service to all Complex users.

Posting Date
November 5, 2026

Closing Date
Open Until Filled

Compensation
$85,000 - $90,000 per year

Employment Status
Regular Full-Time, Exempt

Department
Charleston Operations

Reports To
Chief Executive Officer

Application Process
Email your cover letter and resume to hr@portofcoosbay.com

or, apply on our website www.portofcoosbay.com/employment

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www.portofcoosbay.com

Charleston Marina Complex Manager, continued

Essential Job Functions, continued

- Manages operational emergencies. Oversees incident response including documentation, corrective actions, and restoration of operations following emergencies.
- Manages staff to include prioritizing and assigning work; conducting performance discussions; ensuring staff is properly trained; and enforcing policies and procedures, while maintaining a healthy and safe working environment.
- Participates with community organizations to promote the Port's image and standing within the community; works with a wide variety of vendors, business owners, clubs, local, state and federal organizations to improve business climate, economic development, tourism, and the like.
- Manages the Charleston Marina Complex budget, to include developing the annual budget, allocating resources and approving expenditures.
- Monitors moorage occupancy, RV park occupancy, and shipyard utilization; evaluates demand and customer needs; and recommends rates, service improvements, and outreach strategies to support sustainable revenue and effective use of Complex facilities.
- Prepare regular reports for the Board of Commissioners on Complex revenues and expenses, occupancy and utilization, maintenance priorities, project status, safety incidents, and customer concerns; identify trends and recommend corrective actions.

Required Experience & Education

Bachelor's degree in Business Administration or related field and five years of managerial experience in marina operations and maintenance; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Required Qualifications

- In depth knowledge of harbor and port operations, management and regulations, commercial and recreational vessel operations, project management, and budgeting and accounting.
- Possess exemplary customer service skills with in-depth knowledge of customer service management.
- Experience managing and evaluating employees' performance.
- Possess interpersonal/communication/customer service skills to effectively interact both verbally and in writing with coworkers, stakeholders, and customers, with courtesy, dignity, and respect.
- Ability to problem solve and apply principals of logical or scientific thinking to a wide range of intellectual and practical problems.
- Possess strong organizational skills and keen attention to details.
- Ability to work alone and in a team environment by developing and maintaining good working relationships with coworkers, stakeholders, and customers.
- Possess Valid Oregon State Boater's Safety Certificate or ability to obtain one.
- Possess Valid driver's license.
- Ability to operate a computer, software applications, and office equipment.
- Ability to balance priorities to meet changing requirement and commitments.
- Willing to complete special projects and other duties as assigned necessary to meet operating goals.

Working Conditions

- Work duties may take place in the office or outside in inclement weather, on and around docks, vessels and overwater structures.
- Work duties may also include traveling domestically and internationally as needed and may include attending evening meetings as required.
- Subject to high stress and intensity of workload, little control over crisis, situations or timelines.

Charleston Marina Complex Manager, continued

Benefits

The Port of Coos Bay offers a generous benefit package which includes medical, dental, vision, and term life insurance. The Port also provides paid time off (PTO), eleven paid holidays, and participation in the Oregon State Public Employee's Retirement System (PERS).

Employment Eligibility

The successful candidate will be required to consent to a criminal background investigation.

The Oregon International Port of Coos Bay is an Equal Employment Opportunity employer. All applicants are considered strictly on the basis of their qualifications for a position, without consideration of the applicant's race, color, religion, gender, national origin, age, marital or veteran status, sexual orientation, disability or genetic information. Disabled job applicants and employees are provided with reasonable accommodation upon request. A preference will be given to qualified veterans pursuant to ORS 408.225 to 408.237. To request the veterans preference, please submit Form DD-214 or 215 with your application.

Application Process

Please email your cover letter and resume to hr@portofcoosbay.com. Or, apply on our website at www.portofcoosbay.com/employment.