

**CITY OF KEWAUNEE  
CITY MARINA & CAMPGROUND MANAGER**

The City of Kewaunee, Wisconsin (population 2,952), is currently accepting applications for the full time position of Marina and Campground Manager. This is a key management position reporting to the City Administrator, responsible for the daily operation and maintenance of the Kewaunee Marina & Campground, assuring that the programmatic and maintenance objectives are accomplished by coordinating the work of marina personnel and sub-contractors, adhering to City, State and Federal rules and regulations, and providing a high level of customer service. The position will also be responsible for seasonal and daily docking and campground reservations, general marketing of the Marina & Campground, merchandise and gasoline sales. Work involves the responsibility for the leasing and renting of boat & campground space, collection of lease/rental fees, enforcing marina & campground rules and assisting boat owners with proper boat handling, mooring, or other assigned marine related functions within the City facilities.

The ideal candidate will possess three (3) years of previous experience in marina management; an Associate's Degree and/or five (5) years of equivalent training or experience in Business Management, Hospitality and/or Asset Management in any combination that provides the desired knowledge, skills and abilities. Proficient with Microsoft suite of programs including Excel, Word, Outlook and PowerPoint. The position requires strong communication skills and outstanding customer service skills.

A 6 month probationary period is mandatory. Starting salary: \$36,000 and a full range of municipal benefits. A job application and job description may be obtained at Kewaunee City Hall, 401 Fifth Street, Kewaunee, WI 54216, or on the City website: [www.cityofkewaunee.org](http://www.cityofkewaunee.org). A completed application, cover letter, resume along with three work-related references are to be mailed to: City Administrator, City of Kewaunee, 401 Fifth Street, Kewaunee, WI 54216 and are due by 8:00 a.m. February 18, 2019. Residency is not required, but is encouraged. **Incomplete applications will not be considered.**

The City of Kewaunee is an Equal Opportunity Employer.

Fred P. Schnook  
City Administrator