



EXECUTIVE RECRUITMENT and JOB DESCRIPTION

For the position of

Port Manager

Position Duties

The Port Manager will oversee operations of the Port of Siuslaw under the direction of the Port Commission. In this capacity, the manager will establish the administrative procedures necessary to ensure activities of the Port are consistent with the direction provided by the Commission and with the Port's stated business mission. Specifically, the Port Manager will be expected to:

- ✓ Lead the Port in accomplishing the goals and strategies outlined in its Strategic Business Plan. This will include developing and implementing Commission approved short and long-range objectives.
- ✓ Understand and successfully access the governmental political process, particularly as it relates to funding opportunities for capital improvements and initiatives or legislation that may impact the Port.
- ✓ Develop a close and effective collaborative working relationship with Port users, constituents and other relevant governmental and business partners.
- ✓ Represent the Port before other political bodies, governmental agencies, business groups, community organizations and individuals to promote and accomplish the Port's business purpose.
- ✓ Oversee all aspects of the Port's daily business operations. Manage and develop the Port's assets in the best interest of the Port District and its constituents, while guarding the safety of capital funds invested in the Port and maximizing the effective life of equipment, facilities and other physical assets.
- ✓ Build an effective employee team that will provide a harmonious work environment allowing all Port employees to work to their highest level of productivity. Be willing to roll-up shirt sleeves and pitch in to help employees accomplish the day-to-day operations of the Port.
- ✓ Working with Port staff, plan and prepare the Port's annual budget. Make recommendations to the Commission concerning short and long- term development opportunities.
- ✓ Ensure the timely reporting of financial status, program performance and legal actions to the Commission. Bring to the Commission's attention in a timely manner all significant issues that may impact the Port.
- ✓ Be a problem solver, managing day-to-day operating concerns in a manner consistent with the Port's mission. Present matters of major significance to the Commission to secure advice, guidance, authorization or decision making in a timely and professional manner. Provide clear, concise, and complete information so the Commission can make informed decisions.

The person appointed to this position should possess well developed hands-on operations, organization, business management, administrative and leadership skills. The person should recognize that policy is set by the Commission and provide an open flow of information to assist the formulation of Port policies. He/she must be an excellent communicator and representative of the Port.

This is a salaried position; compensation will be negotiated and covered in the Port Manager's employment agreement. Since this is a salaried position, the Manager will be required to do whatever is necessary to accomplish the duties of his/her job, notwithstanding normal Port operating hours. This position may require attendance at meetings in the early morning, evening hours and occasionally on weekends. Some travel is required.

Finalists for this position will be required to complete a skills assessment and interview process. The successful candidate must pass a pre-employment physical, background check, and drug test.

Port of Siuslaw

Port Manager Job Description

The Port Manager shall be the chief executive officer of the Siuslaw Port District. He or she is responsible for: the management and operations of the Port of Siuslaw; promoting economic development in the Port district; the overall administration of the Port's fiscal matters and personnel policies; the development, operation and maintenance of all Port facilities; tenant and public relations; and being on call 24 hours per day. The Manager reports to and is evaluated by the Port Commission.

Job Responsibilities

- Develop and provide leadership in the Port's relationships with federal, state, and local governmental agencies and special districts, particularly as it relates to accessing funding opportunities for the Port.
- Work with community leaders as necessary to improve the Port's relationships and represent the Port when needed. Participate in community activities which affect the Port district.
- Ensure the Port Commission receives appropriate fiscal data related to financial resources and expenditures as needed. Keep the Commission informed on personnel and relevant law changes.
- Update information, plans, and materials needed by the Port Commissioners to help them make the best decisions. Continually improve communication between management and Port Commission.
- Be responsible for ongoing planning, development and maintenance of Port facilities.
- Prepare and implement the budget.
- Meet with Port staff daily and develop and maintain an effective employee team. Responsible for the activities and evaluation of personnel, and hiring and firing of all Port employees.
- Ensure the Port's adopted business plan is implemented to the best of the Port's ability and assets.
- Review and assess Port facilities in person on at least a weekly basis; make recommendations or changes as required.
- Extended Port business trips outside the immediate area are subject to Commission approval.
- Maintain an awareness of and comply with all legal requirements as presented in the Oregon statutes and Port policies.
- The Port Manager will be an active member of the West-Lane Emergency Operations Group.
- Carry out any additional assignments as requested by the Port Commission.

Minimum Requirements

- High school diploma or GED.
- Successfully pass a pre-employment physical, drug test, background check, and be bondable.
- Possess a valid Oregon driver's license.
- Physical requirements of the job include, but are not limited to: the ability to board boats, to access various boat compartments, to climb ladders, etc.
- Within six months of employment, must obtain CPR/First Aid certification and Oregon Boater Education Card.
- Willingness and ability to travel as required for the position.
- Proficiency in operating computers (specifically MS Word, Excel, PowerPoint, QuickBooks) and office equipment.
- Within twelve months of employment must be certified in the Incident Command System.
- Familiarity with ORS Chapter 777, the Port of Siuslaw and its operations.

Qualifications Preferred

- Public sector employment experience, preferably with a port district.
- Experience in budgeting and financial management.
- Successful experience in grantwriting.
- Lease and contract negotiation experience.
- Successful development and implementation of strategic business plans.
- Excellent leadership and collaboration skills.
- Effective communication skills, verbal and written.
- Good understanding of the issues and challenges facing the port industry.
- Working knowledge of environmental issues and mitigation efforts.
- Good understanding of the political process at the local, state and federal levels.
- Five (5) years' successful work experience as a manager and demonstrated success working with diverse user groups and constituents.
- Bachelor's degree in Public Administration or Business preferred; or acceptable combination of education and experience.

This job description is an outline of the major recurring responsibilities of the job. It is not intended to be all inclusive of the work to be performed. Other related job objectives, special assignments and responsibilities will typically be performed.