

## MINUTES

### PORT OF SIUSLAW WORK SESSION

Wednesday, November 15, 2017, 6:00pm  
100 Harbor Street, Florence, Oregon 97439

These Minutes were approved at the Regular Meeting on December 20, 2017.

**Commissioners Attending:** Terry Duman, Nancy Rickard, Mike Buckwald, Bill Meyer, David Huntington

**Staff Attending:** Dina McClure, Interim Manager; Kelly Stewart, Interim Administrative Assistant

**Work Session:** To revise the Port Manager Job Description and Recruitment process.

**President Duman called the meeting to order at 6:00pm.**

McClure and Commissioners reviewed each line item of the Port Manager Job Description and Recruitment process.

Changes made to the Port Manager Job Description and Recruitment (below) are in red.

### 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. **Work with community leaders within the Port District as necessary to improve the Port's relationships and represent the Port when needed. Participate in community activities which affect the Port district including all communities of 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. **Be responsible for daily operations and maintenance of Port facilities.**
- Prepare and implement the budget. **Prepare, implement and have full understanding of each fiscal year 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. **Meet with Port staff 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. **Port business trips outside the Port District are subject to timely Commission notification.**
- Maintain an awareness of and comply with all legal requirements as presented in the Oregon statutes and Port policies.
- Send a weekly project and update report to the Commissioners.
- Attend monthly Port Commission meetings and include a monthly project report in the meeting packet. **Attend all Port meetings i.e. board meetings, special meetings, work sessions, budget meetings, strategic plan meetings and any other meeting that could arise.**
- Carry out any additional assignments as requested by the Port Commission.

### **Minimum Requirements**

- High school diploma or GED.
- Ability to possess a valid Oregon Driver's License.

- Familiarity with ORS Chapter 777, the Port of Siuslaw and its operations.
- Proficiency in operating computers (MS Word, Excel, PowerPoint, Outlook).
- 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.
- Willingness and ability to travel as required for the position.
- Within six months of employment obtain CPR/First Aid certification.
- Successfully pass a pre-employment physical, drug test, and background check.

### **Qualifications Preferred**

- Public sector employment experience, preferably with a port district.
- Experience in budgeting and financial management.
- Experience in procurement of grants.
- 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.

### **Recruitment**

## **Job Announcement** for **Port Manager**

### **POSITION DESCRIPTION:**

The Port Manager is the chief executive officer of the Siuslaw Port District. He or she is responsible for: management and operations of the Port of Siuslaw; promoting economic development in the Port district; overall administration of the Port's fiscal matters and personnel policies; development, operation and maintenance of all Port facilities; tenant and public

relations. The Manager reports to the Port Commission.

**SALARY RANGE AND BENEFITS:**

This is a salaried management position and is exempt from overtime. Salary range: \$50,000 - \$70,000 DOE. Benefits include health, dental, vision, and life insurance.

**Minimum Requirements:**

- High School diploma or GED
- Ability to possess an Oregon Driver's License
- Familiarity with ORS Chapter 777 and Port of Siuslaw operations
- Proficiency in MS Word, Excel, PowerPoint, and Outlook
- The physical ability to board boats and climb ladders
- Willingness and ability to travel
- Obtain CPR/AED/First Aid Certification
- Pass a pre-employment physical, drug test, and background check

**APPLICATION DEADLINE:** Deadline for applications is (time and date)

**APPLICATION PROCEDURE:**

The application and job description can be found at [www.portofsiuslaw.com](http://www.portofsiuslaw.com). Submit a signed and completed Port of Siuslaw application form, along with a resume and any other relevant materials to:

**Port of Siuslaw**  
**100 Harbor Street**  
**Florence OR 97439**  
**Office: 541-997-3426**  
**Fax: 541-997-9407**  
**Email: [port@portofsiuslaw.com](mailto:port@portofsiuslaw.com)**

Finalists for this position will be required to submit a PowerPoint presentation, complete a skill assessment and an interview. **Finalists for this position will be required to go through an interview process.**

Following discussion, the Commissioners requested the changes be typed and presented at the next Board meeting.

**President Duman adjourned the meeting at 6:58pm.**