



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
- Familiarity with ORS Chapter 777 and Port of Siuslaw operations
- Proficiency in MS Word, Excel, PowerPoint, and Outlook
- Pass a pre-employment physical, drug test, and background check

Qualifications Preferred:

- Public sector employment experience, preferably with a port district
- Experience in budgeting, financial management, and procurement of grants
- Leases, public contracting, and contract negotiation experience
- Five (5) years' successful work experience as a manager

APPLICATION DEADLINE: Deadline for applications is 5:00pm January 31, 2018

APPLICATION PROCEDURE:

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

Dina McClure, Interim Port Manager
100 Harbor Street
Florence OR 97439
Office: 541-997-3426
Fax: 541-997-9407
Email: port@portofsiuslaw.com