

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 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 daily operations and maintenance of Port facilities.
- Prepare, implement and have full understanding of each fiscal year budget.
- 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.
- 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 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.