



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

### **POSITION DESCRIPTION:**

The Port Manager is the chief executive officer of the Siuslaw Port District. Responsibilities include 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.

### **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

### **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

**APPLICATION DEADLINE: The position will be open until filled.**

### **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:

**Dina McClure, Interim Port Manager**

**100 Harbor Street**

**Florence OR 97439**

**Office: 541-997-3426**

**Fax: 541-997-9407**

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