



Port of Port Orford Position Description

Port Manager

The Port of Port Orford is located on the Southern coast of Oregon, between Cape Blanco and Mt. Humbug, at Port Orford, Oregon. The City of Port Orford has a long and proud fishing tradition that is an important contributor to the local economy. The Port of Port Orford is an active fishing facility with over 40 moorage slips for commercial vessels, two high capacity cranes used to hoist vessels into and out of the ocean from its high dock, a suction dredge, product hoists, and commercial tenants. Port Orford is emerging as a leader in the promotion of stewardship of marine resources to ensure the future of commercial fishing and is now experiencing growth in tourism and marine research.

Position Overview

The Port Manager for the Port of Port Orford is responsible for the overall administration of the Port's fiscal and personnel management, development and maintenance of all Port facilities and properties, and other tasks as assigned by the Port Commission. The Port Manager serves at the will of, reports directly to, and is responsible and accountable to the publicly elected Port Commission.

This position requires exceptional interpersonal skills and the ability to promote a positive Port image on and off the job.

Summary of Essential Duties

- **Safety, Security, and Facility Maintenance**

The Port Manager promotes the safety and security of staff, tenants, and users of the Port. Responsible for the documented maintenance and repair of all Port facilities and equipment, and compliance with all applicable laws and regulations. Responsible for securing all permits from regulatory agencies necessary to conduct Port business. Provides documented oversight of a continuous safety improvement program in coordination with Port employees to promptly identify and immediately mitigate any potential safety hazards. Ensures strict adherence to all OSHA regulations and manages all operational emergencies.

- **Supervision**

Provides supervision to staff as needed including prioritizing, assigning, and reviewing work. Provides leadership and direction to Port staff in accordance with Port Employee Handbook,

while continuously seeking to improve overall efficiency and effectiveness of Port operations. Responsible for all appointments, performance evaluations, disciplinary actions, terminations, and other personnel management actions for all Port employees and volunteers. Ensures staff is properly trained and supervised. Ensures compliance with all applicable provisions of Title VII and other applicable employment laws and regulations. Directs and coordinates the activities of all consultants to the Commission, including legal counsel, planners, auditors, architects, and engineers, in coordination with contracted Project Manager, as needed.

- **Communication**

Provides exceptional customer service to Port Commissioners, staff, tenants, users, and community partners. Assists the Commission in developing and maintaining communication with the Commission's constituency. Develops and implements a continuous plan of community relations with all facets of the community, including the media. Addresses public concerns and ideas in a respectful and open-minded style. Regularly informs the Commission of inquiries and or complaints from constituents. Responsible for marketing and outreach programs and represents the Commission in relationships with district constituents, customers, local, state and federal officials, and community associations.

- **Economic Development**

Provides the Commission with current information regarding business trends, market conditions, and opportunities relevant to the Port's mission and the Commission's short and long term goals. Supervises and coordinates negotiation of collective bargaining agreements, rental/lease agreements, and other related business transactions. Recruits new businesses and prospective tenants. Promotes job retention and job creation through economic development. Develops and fosters positive relationships with federal, state, and local governmental, non-governmental, and private funding agencies and organizations.

- **Budget**

Functions as the Port's Budget Officer, and is responsible for budget preparation, submission, and adherence to the Port's annual operating, personnel, and capital equipment budget in strict compliance with Oregon budget law.

- **Financial Management**

Responsible for design, implementation, and maintenance of all financial requirements of the Port. This is inclusive, but not limited to, ensuring the accurate posting of all receipts for sales, accounts payable and accounts receivable, payroll, tax requirements, fund transfers, bank account preparation, reconciliation and verification, financial reports, monthly journals, general ledgers, and profit and loss statements. Is responsible for adhering to State and Federal budgeting rules and regulations. All records will be maintained in an accurate and easily understood format based upon Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) standards.

- **Planning, Policies, and Procedure**

Responsible for managing the implementation of the Port's Strategic Business and

Facilities Master Plans, and the promotion and accomplishment of sound business initiatives in accordance with strategic priorities as outlined by the Port Commission. Ensures integration, implementation, and compliance between Port policies and procedures, and applicable City, County, State, and Federal regulatory bodies. Enforces said policies and procedures within the facility for all users. Regularly reviews Port policies and procedures, revising as indicated and appropriate, in consultation with, and at the direction of the Port Commission. Drafts Scopes of Work, Requests for Proposals, and invitations to bid for Port projects, and follows all state of Oregon procurement rules and regulations. Makes recommendations to the Commission and oversees contract terms from execution to completion.

- **Environmental Plan**

Administers the Port's environmental plan and environmental impact assessment, and professional staff supervision.

- **Commission Duties**

Oversees the proper notification of all Commission meetings following the guidelines of Oregon Public Meeting Laws. Attends all meetings unless excused by the Commission. Performs other duties and responsibilities as assigned by the Commission.

Working Conditions

This position requires working in diverse settings including but not limited to administrative offices, working outdoors in adverse weather, travel, and attending community, State, Federal, and other meetings. This position requires the ability to perform physically demanding duties in adverse weather, securing the dock during storm warnings, and similar conditions related to working in marine environments. Requires weekend and evening work, often with intensive interaction with other individuals and groups. This position is an exempt employment position - overtime is required without additional compensation.

Contact with Others

Considerable contact with persons from within and outside Port Offices, including commercial fishermen, clients, tenants, contractors, union representatives, representatives of the Coast Guard and US Army Corps of Engineers, federal, state, local officials, consultants, and the general public.

Preferred Experience, Education, Training, and Knowledge

A Bachelor's Degree in Public/Business Administration, Industrial /Economic Development, Marine Transportation, Maritime Sciences, Marketing or related field, with at least five (5) years management experience, or equivalent combination of education and experience required. Experience should include personnel management, fiscal budget management and/or an equivalent combination of training, education and experience that demonstrates the knowledge, skills and abilities to successfully perform the essential duties of the job. Experience in a public sector, with extensive experience working with a board or elected officials desired. A Master's Degree in public administration, business administration, or related field desired.

A thorough knowledge of and/or the ability to continue to learn the practices of general Port operations, economic development, personnel practices, public budget practices, property management, maritime commerce, commercial fishing, operation of marine facilities and docks, basic mechanical knowledge and skills, dredging management practices, seawater pump-ashore delivery systems, and local, state, and federal permitting processes.

Skills and Abilities (Required Knowledge, Skills, and Effort)

Must be comfortable operating common office equipment and software applications, including accounting software used by the Port. Proficiency in using current information technology resources is required, including word processing, spreadsheet and database software programs, financial management software, and basic keyboard skills. Must possess refined verbal, written, and online communication skills, and the ability to create effective working relationships with the Commission, staff, consultants, tenants, customers, visitors, researchers, educators, government representatives, the media, union representatives, and district constituents. Must be able to establish priorities, direct and supervise the work of others, delegate job duties, accomplish goals and objectives, promote and manage diversity, and act effectively as the Port District Manager. Must possess human resource management experience including an understanding of related State of Oregon and Federal regulations.

Ability to thrive working alone and in diverse team environments is desired.

Must be strategically agile and able to balance port demands to meet changing priorities in a fast-paced business environment.

Will be required to regularly seek out and attend training to improve relevant skills as opportunities arise.

The ideal candidate will have knowledge of general and governmental accounting principles, with the ability to write, submit, and defend operating and capital budget requests. The ability to successfully research, write and submit grant proposals and to administer such grants that are awarded is highly desired. The ability to problem-solve and apply principals of logical, scientific, and technical thinking to a wide range of intellectual and practical problems is desired.

The ideal candidate must possess strong organizational skills and demonstrate keen attention to details. Qualified candidates will be knowledgeable in and have the ability to direct the financial operations of the Port including: accounts payable, accounts receivable, financial statements, journal entries, financial transfers, reconciliation, and payroll.

Licenses

Must possess or obtain within 6 months a valid State of Oregon driver's license and maintain the state's minimum of auto insurance.

Hours of availability:

This is a salaried position that is expected to average 40 to 45 hours per week. Working hours are dependent upon the needs of the facility. The Port is a 24-hour public facility, and the Manager is expected to ensure that operations meet the needs of users of the port at all times.

Commitment to Diversity, Equity, and Inclusion

The Port of Port Orford is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at the Port of Port Orford and is an important principle of sound business management.

Non-discrimination

The Port of Port Orford does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, meetings or Port activities as set forth in compliance with federal and state statutes and regulations.

People with concerns, complaints or questions about equal opportunity or nondiscrimination should contact the Port Manager at 541. 332. 7121 or go to 300 Dock Road, Port Orford. USPS mailing address: PO Box 490, Port Orford, Oregon 97465.

Compensation and Benefits

The Port of Port Orford provides a competitive compensation and benefits package, based on the qualifications of the chosen candidate.