



POSITION DESCRIPTION

Title: Port Manager

Exempt/Non-Exempt: Exempt

Reports To: Board of Commissioners

Pay Grade/Range: \$90,000 - \$100,000 Depending on Experience

Effective Date: August 19, 2022

General Position Summary:

The Port Manager is responsible for the overall administration of the Port's fiscal management and facilities maintenance and development.

Essential Functions/Major Assignments:

(The essential functions should not be considered an all-inclusive listing of work requirements.)

- Represent the Port of Brookings Harbor interests in local, regional and federal issues affecting the orderly function of the agency; Develop and provide leadership in the port's relationships with federal, state and local governmental agencies.
- Provides leadership and direction in the overall development of the port facilities and operations.
- Responsible for the ongoing planning and development of facility's needs, costs and innovations related to current and projected facilities.
- Serve as the economic development lead person for the Port of Brookings Harbor district.
- Work with the Port Auditor to ensure the long-term financial success of the Port District; always improving income versus expense efficiencies; staying financially competitive and adapting to changing market conditions and opportunities.
- In concert with the Port Auditor and input from all management staff, prepare the Port's annual budget and submit to the Port Commission and the County in compliance with state statutes.
- In concert with Port Auditor, prepare short and long-term (5 year) financial projections to inform Port Commission strategic decisions.
- With the Port Auditor, monitor the port's insurance needs and coverage.
- Ensure the port maximizes the financial benefits from port assets and properties to the benefit of the port taxpayers; provide economic development opportunities to the community; and be a positive contributor to the local community.
- With the financial management team, ensure that the port maintains accurate financial records and a clear accounting trail for all money received or spent by the port.
- Establish, with management staff, the objectives for the port within the overall goals established by the Port Commission.
- Prepare short- and long-range plans for the approval of the Port Commission.
- Determine what issues are appropriate to bring before the Port Commission, prepare the Commission agenda, brief Commissioners on issues as necessary, and ensure there is an official record and history of the port.
- Prepare and monitor policies and procedures so there is consistent interpretation of Port Commission expectations and consistent application of policies. Respond to questions or concerns about policy from

Port Commission and at public hearings.

- Provide, on a regular basis, the Port Commission with short and long-range statistical and fiscal data related to financial resources and expenditure needs.
- Provide the Port Commission information related to trends, changes and innovations as they relate to the short and long-range needs of the district.
- Maintain awareness and inform the Commission of changes in local, state and federal laws and procedures as they affect the orderly function of the Port's operation.
- Align port services to provide top quality customer service in all aspects of port operations, establishing departmental customer service performance criteria, measuring against these criteria and demonstrating continuous improvement over time.
- Ensure that port operations meet required regulations, laws and all legal requirements of day-to-day operations; provide required filings, reporting and documentation as required; ensure port staff are trained on and understand legal requirements of their duties; regularly work with the Port Auditor to audit performance results and confirm legal obligations are being met.
- Provide oversight of staff to prepare, manage or contract for studies, architectural designs, engineering reports and other information services, for example for capital improvements, noise analyses, land appraisals, or to determine property values for leases.
- Provide oversight for staff to investigate grant funding for needed improvement projects and make grant applications where appropriate. Manage the port's construction projects, including grant preparation, budgeting, monitoring, and documentation.
- Develop and manage port properties and facilities for return on the port's assets as outlined in port policy.
- Maintain liaison and working relationships with local government, non-profit, state and federal agencies.
- Work with advisory committees established by or authorized by the Port Commission to maintain positive communications with the community regarding the impact of port facilities and operations.
- Negotiate new leases for land, property, and services, with the assistance of appropriate staff.
- Evaluate the port's response to emergency situations and make changes as needed.
- In concert with the Harbormaster prepare and implement a Port Security Plan to satisfy the United States Coast Guard security requirements for passenger vessels.
- Assume the duties of the Harbormaster in their absence, to the extent of knowledge and other qualifications; fill in for other staff as availability and abilities allow.
- Develop marketing and advertising strategy and programs as necessary and contract for advertising.
- Systematically appraises the overall operation of the port, making recommendations or changes as required.
- Develop and implement a continuous plan of community relations with all facets of the community.

Secondary Functions:

- Respond to callouts at the marina as needed and perform whatever assistance necessary within level of training and ability.
- All other duties as assigned

Job Scope:

- The Port Manager regularly is required to analyze problems and/or concepts and make decisions on the information.
- The Port Manager has regular and distinct impact and influence on organization operations, program outcomes, revenue, expense, or budgetary outcomes; program or policy development affecting the organization and its offerings is part of the job responsibility.
- Expectation is that the Port Manager will perform with a high degree of independence and work is only reviewed on as needed basis.

- Work requires extensive decision-making.

Supervisory Responsibility:

- The Port Manager is responsible for managing and developing all port staff to ensure the operational success of Port services and the professional development and satisfaction of the employees.
- Will set clear goals and objectives and regularly measure performance against them.
- Will ensure authority is appropriately delegated and staff are performing at optimal levels while being offered personal development and professional challenge.
- Responsible for full supervisory duties of staff including hiring, ensure proper training, and yearly evaluate performance of management level employees.
- Encourage growth and training of staff.
- Maintain good morale and communications within the staff.
- Organize and conduct regular meetings of all port staff for purposes of training and information sharing.

Interpersonal Contacts:

- Will have regular communication inside and outside the organization to exchange ideas and gather information.

Specific Job Knowledge, Skill and Ability:

- Must be proficient with various computer software and office equipment.
- Must be able to effectively operate a computer and other related technology for the job
- Must be able to travel, inclusive of overnight travel to be able to attend conferences, meetings etc., on behalf of the district
- Must be able to work evenings and respond to emergency call outs as necessary.
- Must be able to read and edit written documents from others.
- Must have skill and ability to communicate effectively verbally and in writing
- Must have the skill and ability to develop and deliver presentations to groups
- Must be able to develop and maintain excellent relations with customers.
- Must have the skill and ability to effectively work with and deescalate angry or upset customers or community members.
- Must have communication and leadership skills
- Must have a working knowledge of human resources practices, including but not limited to personnel management, policy development, performance management
- Planning and organizational skills; ability to delegate work assignments to ensure efficient workflow
- Strong analytical and problem-solving skills

Specific Job Effort:

- There is a regular need for assessment of risk, analysis of options and decisions without complete information.
- Regular need for the development of new processes and procedures or the redesign of interrelated processes and procedures is needed.

Education, Experience, and Certification/Licensure:**Required**

- A minimum of 5 years previous management experience with progressive levels of experience in a related environment which included duties and qualification consistent with the job description contained herein.
OR
- An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.

- Demonstrated prior experience in revenue-producing management and familiarity with the concept of "triple bottom line"
- AND
- Valid driver's license and an insurable driving record required.

Desired

- Four years of college education with an emphasis on management and finance
- Prior experience with state and federal laws related to port operations and the know-how as to how laws affect district
- Prior experience working with marina operations and management, such as might be acquired through experience as an Assistant Port Director in a larger or similar sized port, Airport Manager, Public Utilities Manager, Cruise Ship Manager, Operations Manager, for example only.

Job Conditions:

- This position operates in a professional office environment as well as outdoors in all forms of weather that would be found at a port
- Work is typically conducted during regular office hours, but schedule may change without prior notices
- Routinely uses standard office equipment, especially computers and mobile devices
- In performance of the duties of this job, the employee is occasionally required to stand; walk; sit; use hands and fingers to handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear; and drive an automobile.
- The employee must occasionally lift or move office products and supplies, up to 20 pounds.
- This position requires travel, primarily within the state of Oregon

Appointees will be subject to completion of a standard probationary period of 90-days.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

Employee Signature

Date _____

(The signature of the employee indicates this document has been read and is understood.)

Supervisory Approval

Date _____

(The signature of the Supervisor confirms the assignment of work to the employee.)