Port of Newport  
“Revised” Job Announcement

GENERAL MANAGER

The Port of Newport is seeking an extraordinary individual to lead this dynamic port on the central Oregon coast. This executive level position must be dedicated to: innovative and strong leadership; developing markets for its deep draft shipping berth; supporting the commercial and sport fishing fleets; and providing quality service to lease holders, moorage holders and the public. A sound financial background and positive engagement at the state/federal levels and in the local community are vital attributes of the General Manager.

The Port of Newport is poised to resume shipping from its newly renovated International Terminal. Newport is Oregon’s busiest commercial and recreational fishing port and the Port of Newport provides moorage and services to both fleets. The Port holds leases with the National Oceanic and Atmospheric Administration’s Marine Operations Center-Pacific, the Oregon State University Hatfield Marine Science Center, Rogue Brewery World Headquarters, the Oregon Coast Aquarium, among others, and operates an RV Park.

About the Position

The General Manager serves under the direction of an elected five-member Board of Commissioners. The GM is responsible for the overall administration of the Port’s fiscal and personnel management ($11.5m annual budget, 22 employees), development and maintenance of all Port facilities and properties, and other tasks as assigned by the Port Commission.

Qualifications for the Position

A Bachelor's degree in business administration, public administration or a related field is required. Past experience should include personnel management, fiscal budget management and/or an equivalent combination of education and experience which demonstrates the knowledge, skills and abilities necessary to successfully perform the essential duties of the job. At least five years of demonstrated experience in leadership and management with experience in the public sector including working with a board of elected officials, preferably in port or similar operations, or a combination thereof.

Salary and Benefits

Commensurate with qualifications and experience, negotiable

To be considered, visit: portofnewport.com for Job Description, Strategic Business Plan, Capital Facilities Plan, General Manager “Knowledge, Skills and Abilities” and more information about the Port of Newport.

Submit a letter of introduction and resume postmarked by October 24, 2013:

Port of Newport General Manager Selection Process  
Special Districts Association of Oregon  
PO Box 12613  
Salem, Oregon 97309-0613
PORT OF NEWPORT
POSITION DESCRIPTION

GENERAL MANAGER

Position Overview
The General Manager for the Port of Newport 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 General Manager serves at the will of, reports directly, and is accountable to the Port Commission.

Summary of Essential Duties
1. Responsible for leading the Port in its efforts to implement the goals and strategies outlined in its Strategic Business Plan, and to envision and accomplish sound business initiatives.

2. Responsible for marketing and outreach programs and representing the Commission in relationships with customers, local, state and federal officials, and the community.

3. Implements and maintains positive relationships with community resources, other critical users of Yaquina Bay, nearby Ports, and the media.

4. Responsible for all appointments, disciplinary actions, terminations and other personnel management actions for Port employees, and supervises/coordinates the activities of independent contractors when engaged in Port business.

5. Coordinates the activities of all consultants to the Commission, including legal counsel, planners, auditors, architects and engineers.

6. Provides the Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.

7. Responsible for preparation, submission and adherence to the Port's annual operating budget and capital improvement planning in strict compliance with applicable Oregon budget law.

8. Provides leadership, direction and training to Port staff, always seeking to improve the overall efficiency, effectiveness and public perception of Port operations and personnel, and constantly striving to maximize staff's potential as individuals and as a team.

9. Regularly reviews Port departmental policies and procedures, and revises when appropriate, in consultation with the Port Commission.

10. Supervises and coordinates negotiation of rental/lease agreements, collective bargaining agreements, and other related business transactions.

11. Responsible for the regular inspection and timely maintenance of all Port facilities, compliance with all applicable laws and regulations, and the securing of all permits from regulatory agencies necessary to conduct Port business.
12. Oversees the scheduling of all Commission meetings following the guidelines of Oregon Public Meeting Laws. Attends all meetings unless excused by the Commission.

13. Assists the Commission in developing and maintaining communication with the Commission's constituency.

14. Performs other duties and responsibilities as assigned by the Commission.

**Working Conditions**
Primarily in an office setting with some travel. Requires weekend and evening work, often with intensive interaction with other individuals and groups. Extended hours of work may be required without additional compensation.

**Contact with Others**
Considerable contact with persons from within and outside the Port offices, including public speaking and communicating with federal/state/local officials, clients, tenants, contractors, union representatives, consultants and the general public.

**Preferred Experience, Training and Knowledge**
A Bachelor's degree in business administration, public administration or a related field. Experience should include personnel management, fiscal budget management and/or an equivalent combination of training, education and experience which demonstrates the knowledge, skills and abilities necessary to successfully perform the essential duties of the job.

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, operation of marine facilities and docks, dredging and wetland management practices including local, state and federal permitting processes are preferred.

**Skills and Abilities**
Proficiency in using information technology resources is desirable. Must be able to communicate effectively verbally and in writing; direct and supervise the work of others; maintain effective working relationships with Commissioners, staff, government representatives, the media, consultants, clients, union representatives and the general public; establish priorities; delegate job duties; accomplish goals and objectives; manage diversity; and act effectively as the General Manager of the Port.

**Licenses**
Valid driver's license and must be insurable by Ports insurance provider.
KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

KSA #1 - Professional knowledge of initiating and directing: economic development plans and programs; business recruitment; development of commerce; agency project coordination; permitting processes; successfully utilizing organizational and community assets.

KSA #2 - Professional knowledge of managing diverse facilities and properties, RV park management, and implementing best management practices for all operations.

KSA #3 - Professional knowledge of Economic Development agencies and a demonstrated ability to attract their investment in public agency infrastructure projects.

KSA #4 - Professional knowledge of Oregon Public Meeting laws and successfully managing a public agency.

KSA #5 - Ability to manage, direct, and supervise human resources in a complex and diverse workforce.

KSA #6 - Ability to establish and maintain effective working relationships with federal, state and local governmental agencies, local citizens and community groups, non-profit or non-governmental organizations.

KSA #7 - Ability to prepare and maintain short and long range plans, programs and budgets, and to conduct a program of sound fiscal management within public budget practices.

KSA #8 - Ability to effectively communicate orally and in writing complex, and at times controversial, port programs and policies to a variety of audiences.

KSA #9 - Demonstrated ability to maintain effective communications with Commission members including current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.