

**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, ~~economic development, revenue creation, and~~ outreach programs, ~~and~~
3. ~~Representing~~ the Commission in ~~relationships~~ with customers, local, state and federal officials, and the community.
43. Implements and maintains positive relationships with community resources, other critical users of Yaquina Bay, nearby Ports, and the media.
54. 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.
65. Coordinates the activities of all consultants to the Commission, including legal counsel, planners, auditors, architects and engineers.
76. Provides the Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.
87. 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.
98. 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.
109. Regularly reviews Port departmental policies and procedures, and revises when appropriate, in consultation with the Port Commission.
119. Supervises and coordinates negotiation of rental/lease agreements, collective bargaining agreements, grant writing and other related business transactions.
142. 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.

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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 ~~frequent~~~~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 Required Experience, Training and Knowledge

- A Bachelor's degree in business administration, public administration or a related field.
- ~~7 years~~ Experience ~~should include personnel in a senior leadership role managing management people, projects and finances; 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.~~

Preferred

- 3 years' experience in a general manager type role, reporting to a board of directors.

Skills and Abilities

- Proficiency in using ~~computers, Microsoft Office software and databases.~~ ~~information technology resources is desirable.~~ Must be a
- Ability to communicate effectively verbally and in writing.;
- Ability to direct and supervise the work of others.;

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- ~~Skilled in maintain~~ effective working relationships with Commissioners, staff, government representatives, the media, consultants, clients, union representatives and the general public.
- ~~Ability to; establish priorities;~~ delegate job duties; accomplish goals and objectives; manage diversity; and act effectively as the General Manager of the Port.

Required Licenses

Valid driver's license and must be insurable by Ports insurance provider. Ability to obtain a TWIC card.