

Port of Ilwaco

PORT MANAGER JOB DESCRIPTION

ATTACHMENT #1

JOB DUTY OUTLINE:

1. Manage the Port of Ilwaco consistent with Port policy and strategic objectives.
 - Direct the collaborative development of Port operating budgets, strategic and comprehensive plans
 - Articulate and interpret Port goals to staff through formal staff meetings, written and oral communications, and informal discussions
 - Be an assertive leader, emphasizing integrity and high moral standards
 - Recognize and address conflicts and develop and implement approaches for positive resolution of such conflicts
 - Conduct recurring communication with key staff regarding long term planning and operating issues.

2. Advise and consult with the Port Commission on all Port affairs
 - Visionary leadership with the ability to stimulate others to look ahead and shape the future.
 - Must possess initiative, imagination, and creative ability for continued development of new and improved programs, including solving unusual and unique challenges,
 - Advise the Commission on industry trends and market developments to set capital priorities
 - Advise the Commission on regulatory and political action to develop Port positions on public issues
 - Prepare and submit plans and budgets for Port capital projects along with recommendations to the Board for review and approval
 - Identify and clarify policy choices for and in collaboration with the Commission
 - In collaboration with Port staff, prepare Commission meeting notices, agendas and supporting documents for all public meetings, which are subject to the Open Public Meetings Act (OPMA). Possess knowledge of the rules and regulations governing Executive Sessions

3. Perform Port relations functions to promote Port interests before governmental agencies and the public
 - Represent the Port on various local and regional planning bodies.
 - Represent the Port at various public and private organizations as needed to

promote and further the Port's purpose. Maintain active membership and participation in port-related local and state economic development organizations.

- Work closely with the Pacific County Economic Development Council to promote the Port's economic development mission.
 - Monitor regulatory affairs affecting ports through consultation with staff and other industry representatives, the media, and other public information sources
 - Maintain and promote cooperative relationships with local, state and federal governmental entities for the benefit of the Port
 - Represent the Port in the local community through clubs, associations organizations, boards and citizens groups
4. Monitor the Port's financial performance to ensure the overall health of the Port
 - Review monthly operating statement and budget status
 - Monitor cash positions in all funds with the Auditor
 - Review and approve all hiring and employee performance
 - Develop and submit budgets to the Board for approval
 - Looks for opportunities to increase revenues and reduce expenses, including preparation of rate and fee schedules for Commission approval
 5. Develop short and long-term capital budgets
 - Identify all available capital resources and develop possible financing options
 - Maintain a full understanding of the Port's debt structure
 - Develop a capital project priority list for Board review and approval
 - Monitor the capital budget implementation throughout the year
 6. Marketing and Public Relations
 - Develop informational materials for presentations before various groups, organizations and individuals to develop support for the Port's efforts and to educate the public about the Port's purpose and authority.
 - Serve as the key public relations representative, distribute media releases and maintain a healthy relationship with the local media
 7. Real Estate, Construction, Grant Development and Project and Property Management
 - Initiate, coordinate, and obtain all necessary permitting and regulatory approvals for Port operational and development activities
 - Initiate and oversee construction and capital projects
 - Manage and conduct daily operation and planning for future growth of the Port's properties and facilities in accordance with the Port's Comprehensive Plan
 - Responsible for preparation, negotiation and administration of all leases, agreements, and contracts

- Responsible for pursuing funding from federal, state and local sources to finance port projects and the maintenance of the federally authorized entrance channels.
- Responsible for overseeing and completing projects supported by any of the above funding sources
- Recommends to the Port Commission fees and rents charges by the Port
- Recommends acquisition, sale, and lease of property and equipment to the Port
- Responsible for arrangement and management of consulting services, contractors, agents and brokers, architectural and engineering services as required
- Responsible for communications with and assignment of work to legal counsel of the Port.
- Responsible for reviewing the Port's property and liability insurance requirements. Recommends insurance coverages and deductibles and manages insurance claims as directed

8. Service Objective

- Be courteous, respectful, and responsive to citizens and taxpayers
- Maintain a philosophy of cost effective use of the Port's resources

9. Personnel, Work Environment, and Organizational Development

- Select, evaluate, promote, and motivate employees to assure efficiency in Port Administration and Operation
- Develop and direct an effective management team to focus on smooth operation of Port business and activities
- Treat employees with respect
- Support a positive work environment
- Keep others informed or work issues and programs through quality communication and conflict resolution
- Commitment to a philosophy of quality
- Display initiative to resolve problems, capitalize on opportunities in the job and assist other employees

10. Information Technology (IT)

- Responsible for oversight of an IT consultant to ensure operability, reliability and security of the Port's IT systems
- Responsible for oversight of the Port's website and any electronic communications

11. Leadership

- Sets a positive example with staff providing a clear sense of direction and regularly communicates with staff concerning ongoing Port activities.
- Maintains positive relationships with Port tenants, moorage holders and other

customers.

- Demonstrates flexibility to changing priorities. Has the judgment to prioritize issues.
- Takes responsibility when problems arise, including isolating and defining problems areas and working to solve them.
- Handles difficult situations and job challenges in a constructive manner and maintains a positive outlook, including and even temperament and tact when difficult situations arise.

12. Other

- Perform other duties as assigned by the Commissioners
- A sense of humor

The Port of Ilwaco complies with all federal and state rules and regulations and does not discriminate on the basis of race; color; national origin; sex; age; disability; sexual orientation, including gender identity; disability or military action veteran status. This holds true for all employment. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.