



Port of Ilwaco

CREATED/UPDATED: November 2021

TITLE: Port Manager

REPORTS TO: Port Commission

CLASSIFICATION: Full-Time Regular/Exempt

DEFINITION:

This position functions as the chief executive officer of the Port of Ilwaco, acting with the highest standards of ethics, honesty and integrity. This position is responsible for implementing policies set by the Port Commission, while overseeing Port marketing, development of Port facilities, property management and community relations. Port facilities include a marina, boatyard, and an airport.

CONTROLS OVER WORK:

This position performs under the direct supervision of the Port Commissioners

ESSENTIAL DUTIES INCLUDE:

- All duties identified in Resolution No. 14-821, master policy directive on the administrative authority of the Port Manager (as may be updated or amended from time to time)
- Organizes, attends and participates in Port Commission meetings, other Port-related meetings, events, conferences or training as directed by the Commission
- Manage day-to-day operations
- Perform all duties related to personnel, including but not limited to, hiring, termination, supervision, motivation, directives, currently consisting of 11 full-time employees and several seasonal employees
- Monitor the Port's financial performance to ensure the overall health of the Port
- Develop short-term and long-term capital budgets
- Lead workplace safety
- Investigate and document accidents and/or incidents
- Ensure compliance with environmental permits
- Ensure permit and grant application preparation
- Ensure budgeting and purchasing approvals
- Establish short-term and long-term work priorities
- Acts as the public records officer

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- Work with the commission to create a positive climate for port staff and community
- All other duties as may be determined from time to time by the Port in Port's sole discretion provided no such duty is in violation of any law

WORKING ENVIRONMENT:

- Salary position requiring a flexible schedule, including but not limited to the ability to work extra hours for special projects and/or meetings, and be called out to respond to emergencies when available
- The position will primarily be based in the Port of Ilwaco office and will also include time at the Port of Chinook (7 miles away)
- The position will be asked to travel to meetings in or out of town, and will be required to attend Port meetings. Regular port meetings will be held in Ilwaco and Chinook
- Job-related contact either by telephone, in person or through written or electronic communication with the Port's elected officials, coworkers, outside auditors, outside consultants, vendors and other business-related individuals or agencies
- Extensive contact with the public and required to be professional and courteous with all contacts
- Physically perform the essential duties of the job
- The nature of Port operations are cyclical and a higher level of customer activity will be present in the spring and summer months

QUALIFICATIONS:

REQUIRED:

- Management experience is required
- Valid State vehicle operator's license
- Live within a 40-mile radius of the Port; must comply within one-year of position acceptance
- Ability to develop and administer budgets and plans

DESIRED:

- Experience working with an elected or appointed Board
- Three full years of successful experience in a similar job of comparable scope is highly desirable
- Knowledge and understanding of public funding mechanism
- Knowledge of the principals, practices, technique, and standards in the areas of public port operations

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COMPETENCIES:

- Demonstrate excellent customer service skills with a diverse customer base
- Successfully manage time and prioritize tasks within given parameters
- Establish and maintain effective working relationships with employees, Commissioners, other agencies and public in general
- Communicate effectively, both orally and written, with individuals and groups regarding all issues or regulations effecting the Port
- Proficiency in use of personal computer and other typical office equipment
- Operate equipment pertinent to job duties

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.