

Position Overview

The Port of Umpqua Manager is responsible for overall organizational leadership and the implementation of the Port's Strategic Business Plan and Capital Investment Plan. The Manager guides the overall operations of Port facilities, personnel, and financial performance in addition to directing operational policy and providing program direction in support of the Port's mission. This position reports directly to the Port's Board of Commissioners.

Summary of Essential Duties

- Responsible for leading the Port in its efforts to implement the goals and strategies outlined in its Strategic Plan, and to envision and accomplish sound business initiatives.
- Responsible for marketing and outreach programs and represents the Port in relationships with customers, stakeholders, local, state, and federal officials, and Douglas County.
- Recruits new businesses and negotiates rental/lease agreements, and other related business transactions by the authority granted by the Commission.
- Promotes job retention and creation and creates new business opportunities through economic development.
- Responsible for supervision to staff that may include prioritizing, assigning, and reviewing work. Provides leadership and direction to Port staff in accordance with Port Employee Handbook, while continuously seeking to improve overall efficiency and effectiveness of Port operations.
- Development and execution of policies, processes, procedures and purchases.
- Responsible for all appointments, performance evaluations, disciplinary actions, termination, and other personnel management. Responsible for the application of best practices pertaining to personnel management actions for Port employees.
- Responsible for all coordination of the activities of all consultants to the Port, including legal counsel, planners, auditors, engineers and other professional services.
- Provides Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.
- Responsible for the duties of the Port's Budget Officer. This position is responsible for the preparation, submission and adherence to the Port's annual operating budget and capital improvement planning in compliance with applicable Oregon budget law.
- Responsible for complex financial transactions, particularly those with significant legal or contractual components.
- Responsible to negotiate, create and administers all leases, contracts, work agreements and monitors to assure compliance.
- Responsible to identify local, state, and federal grant opportunities and submit grant applications as approved by the Port's Commission.
- Responsible for the regular inspection and timely maintenance of all Port facilities, compliance with applicable laws and regulations and the securing of all necessary permits from regulatory agencies.
- Works directly with the Army Corps of Engineers, Business Oregon Ports Division, PNWA and other agencies to assure annual maintenance dredging on the Umpqua River.
- Works with the Commission President in developing Commission Meeting Agendas
- Oversees, the preparation and scheduling of all Commission meetings, following the guidelines of Oregon Public Meeting Laws. Attends all meetings unless excused by the Commission and ensures written minutes are delivered to the Port Commission, in a timely manner for the Commission's review and approval.
- Responsible for the timely performance of all financial requirements of the Port. This is inclusive, but not limited to, ensuring the accurate posting of all accounts payable and receivable, payroll, tax filings and payments, fund transfers, bank account preparation, reconciliation and verification, financial reports, monthly journals, general ledgers, profit, and loss statements.
- Provides monthly budget performance updates at each regular monthly Port Commission meeting.

- Communicates regularly with Port Commissioners and responds to commissioner inquiries in a timely fashion.
- Assists the Commission in developing and maintaining communication with the Commission's constituency.
- Provides the Commission with updates of activities within the Port that may generate above normal interest from the press and or, community members and Port stakeholders.
- Provides the Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.
- Regularly reviews Port departmental policies and procedures, and recommends revision when appropriate, in consultation with the Port Commission.
- Provides orientation for new Commission members.
- Provides direction to Port staff in cultivating a culture of proactive customer service by monitoring and taking initiative in identifying areas for improvements. Collaboratively develops plans, solutions and alternatives to improve organizational efficiency.
- Sets the tone for and models professional and respectful interactions both internally and externally.

Additional Tasks

- Project management
- Manage large multifaceted projects
- Facilities maintenance, buildings and properties
- Payroll and payroll reporting
- Must be able to multitask and take interruptions in stride

Economic Development

- Foster's strong relationships with the Port's constituents and stakeholders, Business Oregon, economic development organizations on the local, state and federal level, and connection to Federal representatives of funding organizations.
- Represents the Port in relationships with local, state, and federal officials for the purpose of furthering grant availability for economic development.
- Envisions and accomplishes sound business initiatives.
- The Manager is responsible for ensuring marketing, economic development, revenue creation, and outreach programs are effectively managed.
- Ensures economic development activities are in alignment with the Commission approved Strategic Business Plan, the Port's Annual Commission approved Budget and, the Port's Capital Investment Plan.
- Responsible for marketing and outreach programs and represents the Commission in relationships with district constituents, customers, local, state, and federal officials, and community associations.
- Performs other duties and responsibilities as assigned by the Commission.

Working Conditions

The position works primarily in an office setting with some occasional travel. May require weekend and evening work occasionally. This is an exempt employee position. The Port is an alcohol and drug-free environment. The person in this position must have the ability to manage a heavy workload with multiple tasks, constant interruption with competing deadlines. Ability to multitask is required.

Contact with Others

Considerable contact with persons within and outside the Port offices, including clients, tenants, contractors, representatives of the US Army Corps of Engineers and tribes, federal, state, local officials, consultants, and the public.

Experience, Training & Knowledge

A bachelor's degree in business administration, public administration, or a related field will be preferred. Experience should include senior level management, personnel management, fiscal budget management. Applicants with degrees in other areas but with applicable experience OR without a bachelor's

degree but with the equivalent combination of training and experience which demonstrates the knowledge, skills, and abilities necessary to successfully perform the essential duties of this job will receive equal consideration.

Skills & Abilities

Must be comfortable operating common office equipment and software applications, including Quick Books accounting software used by the Port. Proficiency in using current information technology including Word, Excel, financial management and basic keyboarding. Must possess refined verbal, written, and online communication skills and the ability to create effective working relationships with the Commission, staff, consultants, tenants, customers, visitors, government representatives, media, and district constituents. Must be able to establish priorities, delegate job duties, accomplish goals and objectives.

Ability to thrive working alone and in diverse team environments is desired. Will be required to regularly seek out and attend training to improve relevant skills as opportunities arise.

The ideal candidate will have knowledge of general and governmental accounting principles and to write, submit and defend operating and capital budgets. The ability to successfully research, write and submit grant proposals and administer such grants that are awarded are highly desired. The ideal candidate must possess strong organizational skills and demonstrate keen attention to details.

Licenses

Must possess a valid drivers license and maintain the state's minimum auto insurance.

Hours of availability

This is a salaried position that is expected to average 40-50 hours per week. Working hours are dependent upon the needs of the facility. The Port is a public facility, and the Manager is expected to ensure that operations meet the needs of the port at all times.

Commitment to Diversity, Equity, and Inclusion

The Port of Umpqua is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives.

Non-Discrimination

The Port of Umpqua does not discriminate based on race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity or protected veterans in employment. Public meetings and Port activities as set forth in compliance with federal and state regulations.

Compensation and Benefits

Port of Umpqua offers a competitive salary and benefit package. This position offers a starting annual salary of \$61,000, depending on qualifications and experience plus a competitive benefit package.

Interested applicants may apply by submitting the position application, a cover letter and resume to:

Port of Umpqua
PO Box 388
1877 Winchester Ave
Reedsport, OR 97467

Applications should be submitted by 3/8/2022. Applicants selected for interviews will be notified by 3/17/22.