

PORT OF POULSBO POSITION DESCRIPTION

Job Title: PORT MANAGER

Reports to: Port Commission

Principal Purpose of Job: Directs and is responsible for the overall operation of the Port of Poulsbo including fiscal management, personnel administration, public relations, risk management, short- and long-range planning and implementing the Port Commission's comprehensive plan for the Port District. Monitors and evaluates the performance of the Port's operations to ensure it is in compliance with the Port's mission and the Port Commission's policies and goals.

Level of Authority: The Port Manager reports directly to the Port Commission with performance reviewed for adequacy of professional judgment, compliance with policies and statutes, and achievement of results consistent with objectives. Encourages autonomy and accountability for all levels of Port staff. This person leads by example in a positive manner with excellent listening skills and acceptance of others' input.

Decisions may have substantial impact on public safety, Port insurance ratings, legal liabilities, public relations, costs and employee motivation and performance. Receives direction from the Port Commission in public meetings and is specifically guided in level of authority by the Port's Delegation of Authority, as adopted or amended by the Commission.

Work Environment: Work is primarily performed indoors in offices or meeting rooms. Some work is performed outdoors at the marina with exposure to all the weather conditions and hazards of these sites. Overtime and evening meetings may be required.

Essential Job Functions:

1. Organization success is achieved by inspiring and motivating staff success. Manage and develop Port staff to ensure the operational success of Port services and the professional development and satisfaction of the staff. For the staff, set clear goals and objectives and regularly measure performance against them. Ensure authority is appropriately delegated and staff is performing at optimal levels while being offered personal development and professional challenge. Be a team builder and a team player.
2. Work with the Port Accountant to ensure the long-term financial success of the Port; always improving income versus expense efficiencies; staying financially competitive and adapting to changing market conditions and opportunities, while providing all required/requested financial reports and filings.

3. Align Port Services, to provide top quality customer service in all aspects of Port operations, establishing departmental customer service performance criteria, measuring against these criteria and demonstrating continuous improvement over time.
4. Guarantee that Port Operations meet required regulations, laws and all legal requirements of day-to-day operations; provide required filings, reporting and documentation as required; ensure Port staff is trained on and understand legal requirements of their duties; regularly work with the Port Accountant to audit performance results and confirm legal obligations are being met.
5. Ensure the Port maximizes the financial benefits from port assets and properties to the benefit of the Port taxpayers and is seen as a positive contributor to the local community.

Supporting Functions to perform or manage:

1. Establish with management staff the objectives for the Port within the overall goals established by the Port Commission, prepare short- and long-range plans for the approval of the Port Commission.
2. With the Port Accountant, prepare short and long-term (5 year) financial projections to inform Port Commission strategic decisions.
3. Hire, ensure proper training, and at least yearly, evaluate performance of employees. Encourage growth and training of staff. Maintain good morale and communications within the staff.
4. With the Port Accountant and input from all management staff, prepare the Port's annual budget and submit to the Port Commission and the County in compliance with state statutes.
5. Determine what issues are appropriate to bring before the Port Commission, prepare the Commission meeting agendas, brief Commissioners on issues as necessary, and ensure there is an official record and history of the Port.
6. Prepare and monitor policies and procedures so there is consistent interpretation of Port Commission expectations and consistent application of policies. Respond to questions or concerns about policy from the Port Commission at public hearings.
7. With the Port Accountant, ensure that the Port maintains accurate financial records and a clear accounting trail for all money received or spent by the Port.
8. Provide oversight of staff to prepare, manage or contract for work and services to be provided by outside sources.
9. Manage the Port's construction projects, including . grant preparation, budgeting, monitoring, and documentation.
10. Develop and manage the Port and its facilities for maximum financial return, as outlined in Port policy.

11. With staff, ensure the float plane dock complies with airport safety and security plans and regulations in accordance with FAA Regulations and Washington State Aeronautics security recommendations.
12. Maintain working relationships and a liaison with local government, non-profit, state and federal agencies.
13. Work with advisory committees established by or authorized by the Port Commission to maintain positive communications with the community regarding the impact of the Port and its operations.
14. Negotiate new contracts for goods and services, with the assistance of appropriate staff.
15. With the Port Accountant, monitor the Port's insurance needs and coverage.
16. Respond to callouts at the marina as needed and perform whatever assistance necessary within level of training and ability. Evaluate the Port's responses to emergency situations and make changes as needed.
17. Prepare and implement a Port Security Plan.
18. Designate employees responsible for safety and review safety programs.
19. Fill in for other staff as availability and abilities allow.
20. Develop marketing and advertising strategy and programs, as necessary contract for advertising.
21. Organize regular meetings of all Port staff for purposes of training and information sharing.
22. Understand government operations—private sector versus public sector—be familiar with the Open Public Meetings Act, Revised Code of Washington chapter 53 specifically, and due process of restrictions.

Additional Job Functions

The essential functions should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as required, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance out the workload and meet the emergency and ongoing needs of the Port District.

Qualifications/Competencies

1. As the public face of the Port in the community, the Port Manager must set a tone of honesty, fairness and open communication.
2. Ability to anticipate future trends and possible revenue streams and work proactively to promote and efficiently run the Port and to move forward proactively in a strategic manner.
3. Desirable to have prior experience with state and federal laws related to Port operations and know how the laws affect this Port District; must acquire knowledge of federal and local laws.

4. Desirable to have prior experience working with marina operations and management, such as might be acquired through experience as, for example, Assistant Port Director in a larger or similar sized port, airport manager, cruise ship operation manager, resort manager or public utilities manager.
5. Demonstrated prior experience in revenue-producing management and familiarity with the concept of "triple bottom line", taking into consideration the organization's fiscal, social and environmental areas of responsibilities.
6. Desirable, but not mandatory, to have at least four years of college with emphasis on management and finance.
7. Must have or be able to obtain a valid Washington State driver's license.
8. Must be willing to participate in Washington Public Ports Association conferences and trainings, with Port Commission approval.

Physical Capabilities

1. Ability to traverse Port facilities in the course of everyday responsibilities.
2. Ability to maintain visual surveillance of marina facilities and be able to recognize unsafe or undesirable conditions and conditions that are not in accord with Port policies.

Other Capabilities

1. Must have computer and office equipment skills.
2. Must be willing to participate in ongoing job training as required.
3. Must be willing to work evenings and to respond to emergency call outs as necessary.
4. Must have reading ability, sufficient to read legal and technical materials, interpret and apply them to Port businesses.
5. Must have writing ability, sufficient to write a variety of business materials, including correspondence and policy and procedure manuals. Must be able to edit written documents from others.
6. Must have oral communications skills to make oral presentations to groups and to maintain excellent relations with customers. Must on occasion, deal effectively with difficult customers or community members. Must have management communications ability and leadership skills.
7. Have a working knowledge of positive human resources practices.
8. Must have or be willing to acquire skills related to the day-to-day operation of a marina.