

# PORT OF MORROW

## EXECUTIVE DIRECTOR

### POSITION DESCRIPTION

#### **Position Overview**

The Executive Director for the Port of Morrow 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. As an exempt employee, the Executive Director serves at the will of, reports directly to, 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 and outreach programs and representing the Commission in relationships with customers, local, state and federal officials, and the community.
3. Implements and maintains positive relationships with community resources, neighboring ports and public bodies, business and industries of the Port and the media.
4. 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.
5. Coordinates the activities of all consultants to the Commission, including legal counsel, planners, auditors, and other professional services.
6. Provides the Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.
7. Responsible for preparation, submission and adherence to the Port's annual operating budget and capital improvement planning in compliance with applicable Oregon budget law.
8. 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.
9. Regularly reviews Port departmental policies and procedures, and revises when appropriate, in consultation with the Port Commission.
10. Supervises and coordinates negotiation of rental/lease agreements, and other related business transactions.
11. 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.

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 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, consultants and the general public.

### **Preferred Experience, Training and Knowledge**

A Bachelor's degree in business administration, public administration or a related field. Experience should include senior level management, personnel management, 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, local, state and federal permitting processes are preferred.

### **Skills and Abilities**

Proficiency in using information technology resources is desirable. Must be able to communicate effectively verbally and in writing; direct and supervise the work of others; maintain effective working relationships with Commissioners, staff, government representatives, the media, consultants, clients, and the general public; establish priorities; delegate job duties; accomplish goals and objectives; manage diversity; and act effectively as the Executive Director of the Port.

### **Additional Conditions**

- Valid Oregon driver's license and must be insurable by Ports insurance provider.
- Residency within District Boundaries.