



Port of Toledo Position Description

General Manager

Position Overview: The General Manager for the Port of Toledo is responsible for the overall administration of the Port's fiscal and personnel management, development and maintenance of all Port facilities and properties. The General Manager serves at the will of, is accountable to, and reports directly to the 5-member elected 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, economic development, revenue creation, outreach programs. Represents the Commission in relationships with customers, local, state and federal officials, and the community.
3. Implements and maintains positive relationships with community resources, other critical users of Yaquina Bay, nearby Ports, 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, architects and engineers.
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 strict 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. Responsible for Operation of the Port's shipyard through the shipyard manager, negotiation of rental/lease agreements, grant writing 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: Requires weekend and evening work, often with frequent 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 Commission, federal/state/local officials, recreational and commercial fishers, clients, tenants, media, contractors, union representatives, consultants and the general public.

Minimum Experience, Training and Knowledge:

- A Bachelor's degree in business administration, public administration or a related field, or equivalent.
- 7 years' experience in a senior leadership role managing people, projects and finances; 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.

Preferred Experience, Training and Knowledge:

- 3 years' experience in a general manager type role, reporting to a board of directors.
- Experience in general port operations;
- Economic development;
- Personnel practices;
- Public budget practices;
- Property management;
- Operation of marine facilities and docks;
- Dredging and wetland management practices including local, state and federal permitting processes and compliance; and
- Port related experience in maritime commerce and operation of marine facilities and docks.

Skills and Abilities:

- Proficiency in using computers, Microsoft Office software and databases.
- Ability to communicate effectively verbally and in writing.
- Ability to direct and supervise the work of others.
- Skilled in effective working relationships with Commissioners, staff, government representatives, commercial and recreational fishers, the media, consultants, clients, union representatives and the general public.
- Skilled in negotiating complex agreements.
- Ability to establish priorities, delegate job duties; accomplish goals and objectives; manage diversity; and act effectively as the General Manager of the Port.

Requirements:

- Valid driver's license and must be insurable by Port's insurance provider
- Authorized to work in the United States