

Port of Brownsville  
Position and Job Description

Job Title: Port Manager

Salary: \$85,000 - \$105,000 DOE

Reports to: Port Commission

*Principal Purpose of Job:* Directs and is responsible for the overall operation of the Port of Brownsville including fiscal management, personnel administration, public relations, risk management, short and long range planning and implementing the Port Commission's strategic 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 annually for adequacy of professional judgment, compliance with policies and statutes and achievement of results consistent with objectives. Operates with appreciable latitude for independent action and decisions. 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 levels of authority by the Port's Delegation of Authority, as adopted or amended by the Commission.

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

*Essential Job Functions:*

- Manage and develop Port staff to ensure the operational success of Port Services and the professional development and satisfaction of the employees. For the staff, set clear goals and objectives and regularly measure performance against them. Ensure authority is appropriately delegated; staff is performing at optimal levels while being offered personal development and professional challenge.
- Execute, manage and direct oversight of Port Operations and the Port Maintenance functions and maintenance plan. Responsible for inventory management, routine maintenance, corrective maintenance and general housekeeping functions. Research and apply for State and Federal Grants, and have considerable knowledge of federal, state and local permitting, wetland determination, delineation, mitigation, installation and maintenance.
- Work with the port auditor and CPA to ensure the long-term financial success of the Brownsville Port District; always improving income versus expense efficiencies; staying financially competitive and adapting to changing market conditions and opportunities; while providing all required and/or requested Financial reports and filings.
- Align port services to provide top quality customer service in all aspects of port operations; establishing customer service performance criteria measuring against these criteria in demonstrating continuous improvement over time.

- 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 auditor to audit performance results and confirm legal obligations are being met.
- Ensure the port maximizes the financial benefits from port assets and properties to the benefit of the port taxpayers; provides Economic Development opportunities to the community; and is seen as a positive contributor to the local community.

*Supporting functions to perform or manage:*

1. Establish 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 auditor and CPA, prepare short and long-term (five-year) Financial projections to inform Port Commission strategic decisions.
3. Hire, ensure proper training, and yearly evaluate performance of employees. Encourage growth in training of staff. Maintain good morale and communications within the staff.
4. With the port auditor and input from staff, prepare the port's annual budget and submit to the Port Commission and the Kitsap County in compliance with state statutes.
5. Determine what issues are appropriate to bring before the Port Commission, prepare the commission agenda, brief Commissioners on issues as necessary, and ensure there is an official record in 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 Port Commission and at public hearings.
7. 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 studies, architectural designs, engineering reports and other information services, for example for Capital Improvements, land appraisals, or to determine property values for leases.
9. Provide oversight for staff to investigate grant funding for needed improvement projects and make grant applications where appropriate.
10. Manage the ports construction projects, including Grant preparation, budgeting, monitoring, and documentation.
11. Develop and manage Port Properties and facilities for return on the ports assets.
12. Maintain liaison and working relationships with local government, nonprofit, state and federal agencies.
13. Work with advisory committees established by or authorized by the Port Commission or citizens of the district to maintain positive communications with the community regarding the impact of port facilities and operations.
14. Negotiate new leases for land, property, and services.
15. Monitor the ports insurance needs and coverage.
16. Evaluate the ports responses to emergency situations and make changes as needed.
17. Prepare and Implement a port security plan and designate employees responsible for safety and review of safety programs.

18. Develop marketing and advertising strategies and programs; as necessary contract for advertising.
19. Organize regular meetings of all port staff for purposes of training and information sharing.

### *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**

#### *Technical*

- a. 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.
- b. 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 size port.
- c. Demonstrated prior experience in marina or facility management, leases or property management and familiarity with contracts, tenants and management of these while taking into consideration the port's fiscal, social and environmental areas of responsibility.
- d. Desirable to have at least four years of college with emphasis on management and finance.
- e. Must have or be able to obtain a valid Washington state driver's license.
- f. Must be willing to participate in Washington public ports Association conferences and trainings.

### **Other capabilities**

- a. Must have strong oral communication skills to make presentations to groups and to maintain excellent relations with customers. Must, on occasion, deal effectively with irate customers or community members.
- b. Must have management communications ability and leadership skills.
- c. 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.
- d. Must have reading ability sufficient to read legal and technical materials, interpret and apply them to port business.
- e. Must be willing and able to work evenings and to respond to emergency call outs as necessary.
- f. Must have a working knowledge of human resource practices and current laws.
- g. Must have or be willing to acquire skills related to the day-to-day operation of a marina.
- h. Must have computer and office equipment skills