

## **JOB DESCRIPTION**

**POSITION:** Port Manager

**CLASSIFICATION:** Salaried, Full-time Management

**REPORTS TO:** Port Commission

**WORK SCHEDULE:** 40 hours per week averaged throughout the year, to include weekends and holidays as may be necessary

### **JOB SUMMARY:**

This position is responsible for the day to day operations of the Port District and all Port-owned facilities.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Assists Port Auditor with preparation of monthly financial reports for Port Commission review
- Prepares monthly Commission meeting agenda in consultation with the Port Commission President and briefs the Commissioners on agenda items
- Hires and terminates employees within the budget and with concurrence of the Commission
- Supervises and manages all Port employees
- Supervises and manages the operation of all Port facilities, including operation and maintenance of Skamokawa Vista Park and Svensen Park
- Coordinates with and directs work of Port consultants and contractors
- Prepares and submits the annual operating budget to the Port Commission for review and approval within statutory timelines
- Processes accounts payable and receivable
- Manages reservations and check-in/check-out procedures
- Assists Port customers and guests and responds to inquiries
- Manages the Port website
- Guides the development and updates of the Port's goals, Comprehensive Plan, and Capital Improvement Plan at the direction of the Port Commission. Creates and proposes to the Commission those courses of action that will lead to completion of the Port's goals, and develops projects as identified in the

Comprehensive and Capital Improvement Plans and/or as directed by the Port Commission

- Develops and maintains working relationships with Port District No. 1 of Wahkiakum County, Wahkiakum County Commissioners, and other local, state and federal agencies
- Represents the Port at public meetings of local, state and federal agencies as directed by the Commission
- Ensures that the Port's activities comply with Washington State laws, meet the requirements of the State Auditor's office and comply with accounting standards for financial management
- Identifies grant and other funding opportunities and prepares appropriate applications
- Ensures that records are kept as required and are easily located, and that reports and grant management obligations are completed as required
- Conducts or arranges employee safety training and other training required by law
- Performs other duties as directed by the Commission

#### **WORKING ENVIRONMENT:**

- The position will primarily be based in the Port's Vista Park office, and work will be performed indoors and outdoors in a variety of weather
- May require travel to meetings in or out of town
- Requires travel between various Port-owned and operated properties
- Requires work near water
- Requires job-related contact either by telephone, in person or through written communication with the Port's elected officials, coworkers, outside auditors, attorneys, outside consultants, contractors and other business-related individuals or agencies
- Requires extensive contact with the public which must be professional and courteous at all times
- Requires physical labor and ability to regularly lift 20 pounds
- Port operations are cyclical and a higher level of customer activity will occur in the spring and summer months, and on weekends and holidays

#### **DESIRED QUALIFICATIONS:**

- Bachelor's degree and/or a minimum of five years' experience in public or business administration, planning, community development or related field
- Competency with Microsoft software including Word, Excel and Outlook
- Excellent administrative and customer service skills
- Excellent communication skills
- Organized, efficient, creative and capable of multi-tasking

- Valid State driver's license and driving record acceptable to the Port's insurance carrier

Port District No. 2 of Wahkiakum County is an equal opportunity employer. The District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, sex, age, disability, sexual orientation including gender identity, disability or military action veteran status. This job description does not constitute an employment agreement between the District and the employee and is subject to change as the needs of the District and requirements of the job change.