

PORT OF POULSBO

Port Manager

Job Description

GENERAL:

The Port Manager is a managerial position that reports directly to the Port Commission. This position is primarily responsible for managing the daily operations of Port facilities. Authority is delegated by the Port Commission to the Port Manager for the day-to-day administration of the Port regulations, policies, and business operations. The Port Manager in turn may delegate specific responsibilities and authority for administration of associated duties to designated personnel.

Attendance of Port Commission meetings will be required twice per month, or as requested. Other duties may be assigned by the Port Commission as needed.

DUTIES AND RESPONSIBILITIES:

A. Personnel Management

1. Supervise all employees except the Port Accountant/Auditor and the Accounting Technician I & Administrative Assistant to the Executive Director. This position reports 50% to the Port Manager and 50% to the Port Accountant.

2. Establish and maintain good interpersonal relationship with all Port employees.

B. Business Operations

1. Website maintenance:

a) Update rate and policy information

2. Communication/email:

a) Send notices to marina patrons

b) Send Commissioner meeting notices

c) Maintain email list (i.e., exporting from marina management program and importing to CC)

3. Close the Poulsbo Seaplane Base as needed (i.e., 3rd of July)

4. Create and maintain all Standard Operating Procedures (SOPs) for Port business operations, excluding those related to the duties of the Maintenance and Projects

Manager.

5. Provide authorizing signature on various Port documents.
6. Serve as the Port's Public Records Officer and facilitate all public records requests.
7. Manage all aspects of derelict and abandoned vessels.

C. Marketing

1. Develop the marketing budget.
2. Oversee development and implementation of the marketing strategy/plan.

D. Port Commission Support

1. Prepare meeting agendas.
2. Review Port Commission meeting minutes & revise as needed.
3. Send Board any pertinent documentation at least 2 days prior to meeting.
4. Enforce Port regulations and policies.
5. Implement policy amendments.
6. Represent the Port in meetings with the City, Fire Dept, PMC, and HDP, as requested.

E. Permitting

1. Oversee all necessary permits for CIP projects (i.e., WDFW, ACOE, DOE, City of Poulsbo, DNR, Etc.).
2. Obtain and maintain the required Hydraulic Project Approval (HPA) for the Port's 5 Year Facility Maintenance Plan, issued by the WA Department of Fish and Wildlife.
3. Monitor grant funding for CIP.

Working Conditions:

Work is performed both indoors and outside in a fast-paced setting with frequent interruptions from customers, phone calls, and Port staff. The position of Port Manager works primarily during the day as scheduled, often in inclement weather, with the usual hazards associated with Marina sites including frequently working on wet and slippery surfaces. May be exposed to toxic or unpleasant gases and liquids, heights, dust, loud noise, chemicals, and unsanitary or slippery conditions.

Physical Requirements:

In the commission of this job, the incumbent must have the physical ability to perform all essential job functions including:

1. Ability and stamina to stand, respond quickly, and walk 2 miles a day for 4 hours at a time.
2. Ability to navigate uneven, slippery, or wet surfaces often over or near water.
3. Ability to climb stairs, ladders, and work at heights.
4. Ability to lift or carry up to 50 pounds.
5. Ability to crouch, kneel, twist, stoop, reach, bend, pivot, climb and/or work in tight or confined areas.
6. Ability and dexterity to operate a computer keyboard and numeric keypad by touch.
7. Ability to carry out repetitive motion with wrists, hands, and fingers.

The Port of Poulsbo is an equal opportunity employer and does not unlawfully discriminate based on any protected classes.

I, _____ have read, understand and agree to the preceding job description and requirements.

_____/_____
(Signature) (Date)

Port Commissioner