



Director of Business Operations

Position Overview

The Director of Business Operations is a key member of the Port of Newport leadership team. The Director serves as an advisor to the Port General Manager, Director of Operations and the Port Commission on business and financial matters pertaining to implementation of the Port's Strategic Plan enabling the Port to optimize its operating efficiency and achieve its mission. This position is responsible for executing a strategic approach to financial management, human resource management, and economic development as directed by the General Manager. Significant responsibilities include; maximizing the development of business opportunities, identifying and applying for appropriate grants, ongoing evaluation of the Port's financial position, and continual improvement of the of Port's internal business operations.

Positions Supervised

Accounting Supervisor, RV Park Supervisor, Contractor/Consultant Services (HR, IT, Communications).

Summary of Essential Duties

Direct and lead the Port's financial functions including financial planning and analysis, accounting, cash management, financing, procurement, risk management, grant writing and management, asset management, and other matters.

Monitor and evaluate contract performance of external auditor and ensure the activities associated with the year-end audit are completed on time.

Coordinate annual budget preparation including; forecasting, development, preparation and updating of relevant information.

Direct the creation and implementation of policies and procedures to ensure established timelines are met with regard to revenue, expense and budget reporting to the Port Commission.

In coordination with the General Manager, collaborate and provide leadership and strategic business analysis in support of the Port's economic development activities.

Develop relationships with Port auditors, attorneys, consultants, creditors, customers, Port tenants, professional and public groups to further the ability of the Port to perform its mission.

Oversee Information Technology governance and security protocols. Set Port IT strategic plan and vision. Lead budget friendly implementation of IT projects.

Provide leadership and direction in the development and implementation of a coordinated human resources program using the talent of staff and external consultants.

Ensure contracts and leases comply with State law and best practices, including evaluation of the financial implications of proposed leases and contracts in the context of the Port's overall financial position.

Working Conditions

Primarily in an office setting with some travel.

The person in this position must have the ability to manage a heavy workload with multiple tasks, constant interruptions with competing deadlines.

The incumbent must maintain confidentiality and exercise discretion.

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, and consultants.

Minimum experience and Knowledge

A Bachelor's degree in finance, business administration or a related field, or equivalent.

At least 5 years progressively responsible experience in a public or private organization which included responsibility for **each** of the following: (a) financial planning and analysis for a complex organization including management of assets, investments, and debt, (b) part of a team responsible for development and implementation of strategic long and short-range plans/goals for an organization, (c) public budget preparation including capital improvements, (d) contract and lease negotiations, (e) management of public accounting, (f) leadership of human resource programs and IT strategy for an organization, (g) working successfully with a board; 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, Knowledge and Training

- ✓ 4 years' experience in a director role.
- ✓ Experience in the operations of a public port;

- ✓ Successful Strategic Business Plan and Capital Facilities Plan implementation;
- ✓ Economic development including grant acquisition;
- ✓ Human Resource best practices;
- ✓ Public finance and budget requirements;
- ✓ Experience with Lease negotiations;
- ✓ Governmental ethics and standards.

Skills and Abilities

- ✓ Excellent leadership, communication, and interpersonal skills.
- ✓ Strong critical thinking and strategic planning skills necessary in order to develop and implement Port mission, goals and procedures, determine needs for capital expenditures and operating budgets; prepare special reports or analyses for outside agencies.
- ✓ Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- ✓ Ability to pay adequate attention to detail without losing sight of the big picture.
- ✓ Ability to accomplish tasks in a timely manner to meet deadlines.
- ✓ Skill in interpreting complex statutes, procedures, rules and regulations.
- ✓ Skill in preparing budget documents consistent with Oregon state requirements.

Required Licenses

Valid driver's license and must be insurable by Port insurance provider.

Salary & Benefit Package

- Salary Range \$ 76,980 - \$ 95,715
- Health & Dental Insurance
- Oregon Public Employees Retirement System (PERS)
- Deferred Compensation Plan
- Flexible Spending Account (FSA)
- Annual Paid Time Off (PTO)
- 11 Paid Holidays