

PORT OF NEWPORT COMMISSION WORK SESSION AGENDA

Wednesday, October 18, 2017, 12:00 noon
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

- I. Call to Order
- II. Changes to the Agenda
- III. Public Comment
- IV. Richard Stellner, Human Resources Consultant, General Manager Search
 - A. General Manager Job Description
 - B. General Manager Recruitment Process
- V. Public Comment
- VI. Adjournment

Regular meetings are scheduled for the fourth Tuesday of every month at 6:00 p.m.

The Port of Newport South Beach Marina and RV Park Activity Room is accessible to people with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Newport Administration Office at 541-265-7758.

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PORT OF NEWPORT POSITION DESCRIPTION

GENERAL MANAGER

Position Overview

The General Manager for the Port of Newport is responsible for the overall administration of the Port's fiscal and personnel management, development and maintenance of all Port facilities and properties, and other tasks as assigned by the Port Commission. The General Manager serves at the will of, reports directly, and is accountable to the 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 and outreach programs and representing 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. Supervises and coordinates negotiation of rental/lease agreements, collective bargaining agreements, 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

Primarily in an office setting with some travel. Requires weekend and evening work, often with ~~frequent~~~~intensive~~ 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 federal/state/local officials, clients, tenants, contractors, union representatives, consultants and the general public.

PreferredRequired Experience, Training and Knowledge

A Bachelor's degree in business administration, public administration or a related field. 7 years ~~E~~experience ~~should include personnel in a senior leadership role managingmanagement people, projects and finances;~~ ~~fiscal budget management~~ 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. 3 years' experience in a general manager type role, reporting to a board of directors preferred.

A thorough knowledge of and/or the ability to continue to learn the practices of general port operations, economic development, personnel practices, public budget practices, property management, maritime commerce, operation of marine facilities and docks, dredging and wetland management practices including local, state and federal permitting processes ~~are~~ ~~preferred.~~

Skills and Abilities

Proficiency in using computers, Microsoft Office software and databases.~~information technology resources is desirable.~~ Must be able to communicate effectively verbally and in writing; direct and supervise the work of others; maintain effective working relationships with Commissioners, staff, government representatives, the media, consultants, clients, union representatives and the general public; establish priorities; delegate job duties; accomplish goals and objectives; manage diversity; and act effectively as the General Manager of the Port.

Licenses

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

Date: October 12, 2017
To: Port of Newport Commission
From: Richard Stellner, Human Resource Management Consultant
Re: Proposed General Manager Recruiting Selection Process

APPLICATION

For initial consideration, candidates must submit a complete application package, including resume, cover letter, completed Port employment application, and if applicable, Veterans' Preference documents by the first review date of date. Incomplete submissions will receive one email reminder to please submit missing items.

MINIMUM QUALIFICATIONS

Complete application candidates will first be reviewed by HR Consultant to determine if each candidate meets the position's minimum qualifications.

Veterans' Preference candidates who meet minimum qualifications will advance to the interview process. Veterans' Preference candidates who initially appear to not meet minimum qualifications will receive a secondary review with HR Consultant and who? to determine if military experience listed is transferable to position's minimum qualifications. If yes, candidate will advance to interview process. Veteran candidates who do not meet minimum qualifications after secondary review will not advance in selection process.

INITIAL RANKING OF NON-VETERAN PREFERENCE CANDIDATES

Non-Veteran Preference candidates who meet minimum qualifications will be reviewed and ranked by HR consultant.

Depending on total number of candidates, HR Consultant will present the top 10 – 15 (?) candidate applications, including all qualified Veterans, to Commission for review and ranking.

COMMISSION INITIAL READING AND REVIEW

Send resume packet to Commissioners = date

Full Commission meets to decide (or send ranking to HR consultant prior to meeting) = date

Commissioners will review and rank applications with their top 5 candidate selections. The goal is to select a list of approximately 7 – 10 semi-finalists, including all Veteran Preference candidates, for telephone interviews.

TELEPHONE INTERVIEWS = date

A committee of two Commissioners and HR Consultant will conduct telephone interviews of semi-finalists.

Results of phone interviews shared with full Commission to select 4 – 5 finalists, including all Veteran Preference candidates, for in person interviews.

PORT FACILITY TOUR / EVENING COMMUNITY HAPPY HOUR = date

First day of in person interview process. Two Commissioners and all finalists take Port tour together, followed by evening Happy Hour with each candidate giving a 5 minute introduction speech.

IN PERSON INTERVIEWS = date

Second day for panel interviews. Two simultaneous interview panels:

- Commission
- Community & Staff

Interview questions consistently asked of all candidates, allowing time for candidate specific follow-up questions by panelists.

LUNCH on panel interview day = five separate small groups will go for lunch at a different local restaurant. Each group will have: 1 candidate, 1 Commissioner, 1 staff member, and 1 member of community panel.

Community/Staff panel will provide feedback to Commission in Executive Session at end of the day.

PANEL INTERVIEW SCORING

Commissioners will individually score each candidate on the following 100 point scale:

Leadership & Strategic	up to 15 points possible
Job Knowledge (fishing, shipping, industrial, real estate, finance, etc.)	up to 15 points possible
Economic Development Track Record	up to 10 points possible
Community Involvement	up to 10 points possible
Government Experience, working in or with govt. from private sector	up to 10 points possible
Public Relations / Communication	up to 10 points possible
Ethics	up to 10 points possible
People Management / Diversity	up to 10 points possible
Sustainability	<u>up to 10 points possible</u>
	Total 100 points possible

HR Consultant will collect scores from each Commissioner at end of the panel interview day.

Each candidate's score from each Commissioner will be added, and then divided by 5 to give average score. To this average score, Veteran candidates will receive 5 additional points, and disabled Veteran candidates will receive 10 additional points.

If Commission comes to a consensus on a top candidate, HR consultant will negotiate offer to candidate while also conducting final background checks.

If acceptable offer is agreed to by candidate, Commission will vote in public meeting to accept interview scores and approve offer letter to candidate.