

PORT OF NEWPORT COMMISSION WORK SESSION AGENDA

Wednesday, November 8, 2017, 12:00 noon
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

- I. Call to Order
- II. Public Comment
- III. Richard Stellner, Human Resources Consultant, General Manager Search
 - 1. General Manager Job Description
 - 2. General Manager Salary and Benefits
 - 3. General Manager Recruitment Process
- IV. Don Moon, Interim NIT Supervisor
- 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**

Rev. October 30, 2017

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. The General Manager serves at the will of, is accountable to, and reports directly to the 5 member elected 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, economic development, revenue creation, outreach programs. Represents 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, grant writing 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 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 Commission, federal/state/local officials, recreational and commercial fishers, clients, tenants, media, contractors, union representatives, consultants and the general public.

Minimum Experience, Training and Knowledge

- A Bachelor's degree in business administration, public administration or a related field, or equivalent.
- 7 years' experience in a senior leadership role managing people, projects and finances; 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, Training and Knowledge

- 3 years' experience in a general manager type role, reporting to a board of directors.
- Experience in general port operations;
- economic development;
- personnel practices;
- public budget practices;
- property management;
- operation of marine facilities and docks; and
- dredging and wetland management practices including local, state and federal permitting processes and compliance.
- Port related experience in maritime commerce and operation of marine facilities and docks.

Skills and Abilities

- Proficiency in using computers, Microsoft Office software and databases.
- Ability to communicate effectively verbally and in writing.
- Ability to direct and supervise the work of others.
- Skilled in effective working relationships with Commissioners, staff, government representatives, commercial and recreational fishers, the media, consultants, clients, union representatives and the general public.
- Skilled in negotiating complex agreements.
- Ability to establish priorities, delegate job duties; accomplish goals and objectives; manage diversity; and act effectively as the General Manager of the Port.

Required Licenses

Valid driver's license and must be insurable by Ports insurance provider. Ability to obtain a TWIC card.

PORT	TOTAL EMPLOYEES	PT EMPLOYEES	TOTAL PORT RESOURCES	TOTAL PORT REQUIREMENTS	PROPERTY TAX REVENUES	MAINTENANCE & OPERATION BUDGET	CAPITAL BUDGET OUTLAY	CEO, Executive Director, Manager		
								Range	Current	Nov-17
Alsea	3	3	146,999	146,999	37,824	77,449	10,000	\$ 30,000	\$ 24,000	\$32,000 p/t
Arlington	2	1	\$ 2,238,072	\$ 2,238,072	\$ 106,000	\$ 457,394	\$ 1,654,498		\$ 77,343	\$84, 567
Astoria	39	16	\$ 16,189,603	\$ 16,189,603	\$ 669,500	\$ 7,371,075	\$ 6,346,113		\$ 166,950	\$168,375
Bandon	4	1	\$ 1,488,817	\$ 1,488,817	\$ 404,333	\$ 448,500	\$ 599,100	\$ 52,000	\$ 57,000	
Brookings Harbor	12	1	\$ 3,859,545	\$ 3,531,428	\$ 178,700	\$ 339,000	\$ 250,000	\$ 105,000	\$ 105,000	
Cascade Locks	17	4	\$ 5,421,667	\$ 5,421,667	\$ 3,040	\$ 732,935	\$ 1,554,342			
Coos Bay	29	0	\$ 32,161,216	\$ 32,161,216	\$ 1,530,038	\$ 9,803,133	\$ 12,262,500	148955-201090	\$ 175,000	\$187,500
Coquille River										
Garibaldi	8	1	\$ 3,286,541	\$ 3,286,541	\$ 200,000	\$ 359,200	\$ 1,906,500	67347-87873	\$ 84,000	
Gold Beach	7	3	\$ 2,115,020	\$ 2,115,068	\$ 243,580	\$ 314,100	\$ 472,649	37000-45000	\$ 52,500	
Hood River	18	24	\$ 15,590,930	\$ 15,590,930	\$ 61,700	\$ 4,462,100	\$ 4,054,050		\$ 123,055	
Morrow	75	5	\$ 50,307,426	\$ 50,307,426	\$ 131,927	\$ 13,653,061	\$ 29,334,060	150,000-200,000	\$ 195,936	
Nehalem	4	4	\$ 602,700	\$ 335,700	\$ 5,000	\$ 150,900	\$ 11,700			
Newport	20	5	\$ 14,440,541	\$ 14,440,541	\$ 52,575	\$ 2,270,652	\$ 571,100		\$ 116,280	
Port Orford	6	3	\$ 1,340,881	\$ 1,340,881	\$ 116,740	\$ 676,139	\$ 440,925	\$ 54,000		
Portland	779	14	\$ 962,911,971	\$ 962,911,971	\$ 10,491,101	\$ 181,406,660	\$ 78,939,487	296,421 - 518,738	\$ 406,232	
Siuslaw	8	1	\$ 1,566,000	\$ 1,566,000	\$ 300,000	\$ 506,980	\$ 140,000		\$ 62,500	\$65,000
St. Helens	13 year round	2 summer seasonal	\$ 34,631,641	\$ 34,631,641	\$ 326,329	\$ 4,090,450	\$ 17,483,000	110,689 - 134,160	\$ 130,416	\$116,000
The Dalles	4	2	\$ 7,155,186	\$ 7,155,186	\$ 281,195		\$ 4,537,000	100,000,	\$ 100,000	
Tillamook Bay	20	1	\$ 9,128,428	\$ 9,128,428	\$ 42,000	\$ 2,202,401	\$ 4,864,643		\$ 92,742	\$98,000 + bonus
Toledo	13	4	\$ 5,782,394	\$ 5,782,394	\$ 172,082	\$ 2,365,731	\$ 3,336,163		\$ 97,500	
Umatilla										\$156,000
Umpqua	1	2	\$ 1,359,096	\$ 1,259,097	\$ 188,726	\$ 70,991	\$ 46,315		\$ 46,817	\$52,000

Date: November 3, 2017
To: Port of Newport Commission
From: Richard Stellner, HR Management Consultant

Oregon Port employee health/dental insurance benefit survey, conducted by email, November 1-3, 2017.

<u>Port</u>	<u>Amount of health/dental premium paid by Port</u>
Alsea	no insurance offered
Arlington	100% family premium
Astoria	100% family premium
Bandon	
Brookings Harbor	
Cascade Locks	
Coos Bay	100% family premium
Coquille River	
Garibaldi	100% family premium
Gold Beach	
Hood River	90% family premium
Morrow	
Nehalem	
Newport	100% employee premium, 0% dependent
Port Orford	
Portland	
Siuslaw	100% employee premium, 0% dependent
St. Helens	100% family premium
The Dalles	100% family premium
Tillamook Bay	100% family premium
Toledo	
Umatilla	
Umpqua	90% employee premium, 0% dependent

Date: November 3, 2017
To: Port of Newport Commission
From: Richard Stellner, Human Resource Management Consultant
Re: Proposed General Manager Recruiting Selection Process, **Final**

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 **Dec 8**. 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 Port General Counsel 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 = **mid December**

Full Commission meets to decide (or send ranking to HR consultant prior to meeting) = **December 19** work session.

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.

Semi-finalists will be asked to submit supplemental document(s) with specific work examples of their leadership and accomplishments related to the areas of personnel management, fiscal management, and project management. The documents should give brief explanations of challenges, actions, processes and results.

TELEPHONE INTERVIEWS = early January , 2 afternoon half days

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

Results of phone interviews shared with full Commission to select 3 – 5 finalists, including all Veteran Preference candidates, for in person interviews.

PORT FACILITY TOUR / EVENING COMMUNITY MEET & GREET = date

First day of in person interview process. Two Commissioners and all finalists take Port tour together, followed by evening community event 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:

Job Knowledge (Port operations, fishing & maritime commerce, property management, facility maintenance, etc.)	up to 25 points possible
Finance	up to 20 points possible
People / Personnel Management / Diversity	up to 15 points possible
Projects / Track Record of Success	up to 15 points possible
Community Involvement	up to 5 points possible
Economic Development	up to 5 points possible
Government Experience, working in or with govt. from private sector	up to 5 points possible
Public Relations / Communication	up to 5 points possible
Ethics	up to 5 points possible
	<hr/>
	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.

Don Moon
Interim NIT Supervisor
1506 Yaquina Heights Dr.
Newport, Or. 97365
October 30, 2017

Aaron Bretz
Pro Tem General Manager
Port of Newport
600 S.E. Bay Boulevard
Newport, Or. 97365

Dear Aaron Bretz:

For the past year I have had the pleasure of working at the Port of Newport, Starting in Maintenance at the commercial marina and now Interim at the International Terminal. I enjoy the working environment, the types of work we preform, and the opportunity to help others accomplish their goals. I believe that in my short time here I have served the Port and the fishing fleets well. It is my opinion that I am an excellent candidate for the position of Newport International Terminal Supervisor.

After graduating High School I attended Linn Benton Community College for 1 year focusing on Physical Education and History before setting off on a different course in my life. I went into the Timber Industry operating and maintaining Heavy Equipment. For the past 15 years I have been a commercial fisherman working as deck boss and engineer. In between seasons I have worked as a carpenter, a plumber, an electrician's helper and a grounds keeper. All of these things combined has given me a diverse skill set that would be beneficial to managing the Terminals.

In my current position as Interim NIT Supervisor I work with the CMMS maintenance system. I am familiar with the Corrosion Protection System and becoming familiar with the Storm Water Pollution Prevention Plan. I have the ability to safely and efficiently operate a wide variety of machines and heavy equipment, also I am able to communicate with the fishing fleets well. In the brief time that I have been the Interim NIT Supervisor I have presented Proposals for asphalt repairs, fire protection system, and the purchase of a new forklift.

It is my strong belief that as the Terminal grows that I would be an asset that could grow with it. My long term career plan is to be with the Port of Newport until the age of retirement.

I look forward to speaking with you. Attached is a copy of my resume' to look over. I think you will find that we can come to an agreement that will benefit us all.

Sincerely,

Donald J Moon

A handwritten signature in black ink, appearing to read "Donald J Moon", with a long horizontal flourish extending to the right.

Donald J Moon

1506 Northeast Yaquina Heights Drive, Newport, OR 97365 - 5419616922 - beaverbouy2007@yahoo.com

Professional Summary

Highly motivated Terminal Supervisor with 15 years of specialization in commercial fishing, heavy equipment operation and maintenance. Able to learn new tasks quickly and proficient in growing key customer relationships. Represent establishment with friendly, professional demeanor at all times.

Skills

- Critical Thinking
- Equipment Maintenance
- Building and Construction
- Equipment Operation
- Judgment and Decision Making
- Equipment Selection
- Troubleshooting

Experience

Interim International Supervisor

09/2017 to Present

Port of Newport - Newport, OR

Daily presence, on site and remotely. Available 24/7 as emergency contact.

Use Computerized Maintenance Management system (CMMS) software to ensure the efficient management and maintenance of the International Terminal.

Operate Mobile Hydraulic Crane, Forklifts and Hoists.

Self-perform or supervise maintenance and repair to facility buildings, equipment and marine monitoring.

Self-perform or supervise grounds services to include inspecting, cleaning, sweeping, mowing, painting, etc.

Ability to work safely per company policy, OSHA, and USCG regulations.

Excellent working knowledge of power tools and rental equipment including high lift equipment.

Perform regular inspections of storm-water system and collection of run-off samples.

Outstanding communication skills with the commercial fishing fleets.

Maintenance 2 Tech

10/2016 to 09/2017

Port of Newport - Commercial Marina - Newport, OR

Proficient at operating Toyota forklift to move product and gear to and from docks to trucks, trailers, or to yard storage.

Excellent customer service skills when dealing with fishing fleet.

Maintenance on docks and buildings as required.

Use of hand and power tools daily.

Operate dump truck to haul rubbish to garbage facility.

Operate skiff to make clean-up runs on docks five and seven.

Operate stationary cranes to offload and load gear to and from fishing vessels.

Clean and maintain restrooms daily.

Perform all duties in marine environment and inclement weather working long hours at hectic pace associated with fishing fleet gear changes.

Education/Certification

High School Diploma: 1989

Toledo High School - Toledo, OR

TWIC CARD

VALID OREGON CDL #4506480

CURRENT MEDICAL EXAMINERS CARD

50 TON CRANE CERTIFICATION CARD

FORKLIFT CERTIFICATION CARD

ALASKA MARINE SAFETY EDUCATION CARD #10309