



## **Position Description**

### **Port Administrator**

Location: Port of Port Orford; Port Orford, OR

Employment Type: Full-Time

Reports To: Port Commission

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### **Position Summary:**

The Port of Port Orford is seeking a dedicated and dynamic Port Administrator to oversee the administrative operations of the port. This individual will serve as the primary agent for the port district and will manage the day-to-day business activities of the port, ensuring compliance with regulations, financial integrity, efficient office management, and alignment with strategic goals set by the Port Commission. The Port Administrator will also be responsible for enforcing policies, managing leases and contracts, overseeing financial reporting, and acting as a liaison between the port and external stakeholders.

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### **Key Responsibilities:**

#### **1. Administrative Management:**

- Oversee and manage the administrative functions of the Port, including office operations, record-keeping, and customer service. Ensure record retention and reporting are maintained.
- Ensure that all office systems, policies, and procedures are effective and adhered to by staff.
- Oversee staff delegation, performance reviews, incentives, hiring, and terminations as required.
- Coordinate with Dock Supervisor to ensure safety, operational efficiency, and core services adhere to compliance requirements and industry standards.

- Attend all Port Commission meetings (unless excused in advance), preparing and distributing materials for commission meetings (e.g., meeting minutes, financial reports, project updates, operations reports) and coordinating Commission agendas.
- Other administrative duties as assigned by the Port Commission.

## **2. Financial Management:**

- Prepare, manage, and monitor the port's annual budget in collaboration with the Port Commission and Budget Committee.
- Ensure accurate and timely financial reporting, including monthly and annual reports.
- Oversee the collection of port fees, leases, rents, and other revenue, ensuring compliance with contracts and payment schedules.
- Work with accountants, auditors, and other financial professionals to maintain the financial integrity of the port.
- Implement revenue-growth strategies to diversify the Port's revenue streams in accordance with and within the boundaries of ORS 777.

## **3. Policy and Legal Compliance:**

- Facilitate compliance with Oregon Public Meetings Laws through technology (e.g., virtual meetings) and notice-posting as required.
- Ensure that port policies are enforced consistently across operations.
- Maintain up-to-date knowledge of local, state, and federal regulations, and ensure the port's compliance with all legal requirements, including those governing leases, safety, environmental standards, and maritime operations.
- Secure and maintain appropriate insurance policies to minimize the liability of the Port.
- Act as the designated agent for the Port Special Districts, ensuring compliance with their standards and reporting requirements.
- Act as liaison between government representatives, legal counsel, agencies, grant funders, and the Port.

## **4. Lease and Contract Management:**

- Oversee the negotiation, execution, and management of leases and contracts related to port operations, ensuring they align with port policies and goals.
- Serve as the point of contact for vendors and contractors, leaseholders and tenants, media representatives.
- Address customer and public concerns, facilitate lease renewals, and manage disputes as necessary.
- Regularly review and update lease agreements to reflect market conditions and changes in port policy.

## **5. Grant Management:**

- Identify and pursue grant opportunities to support port development, capital projects, and operational enhancements.

- Collaborate with grant writing vendors to position the port favorably for funding opportunities.
- Manage the grant lifecycle, from application to reporting, ensuring compliance with funding agency requirements and timelines.
- Work with local, state, and federal agencies to secure additional funding opportunities.

## **6. Community and Stakeholder Engagement:**

- Foster positive relationships with port users, tenants, government agencies, and the local community to promote the port's goals and interests.
  - Represent the Port of Port Orford at industry events, public meetings, and other forums to advocate for port interests and maintain a strong community presence.
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## **Qualifications:**

### **Required:**

- Bachelor's degree in Public Administration, Business, Finance, or a related field. Equivalent experience will be considered.
- At least 5 years of experience in administration, finance, or operations management, preferably within a port, maritime, or public sector environment.
- Strong knowledge of financial management, budgeting, and reporting processes.
- Experience in policy enforcement, contract negotiations, and lease management.
- Excellent organizational, communication, and interpersonal skills.
- Knowledge of grant writing and management processes.
- Ability to prioritize and delegate tasks, and to provide recommendations to the Port Commission.
- Must possess or obtain within six months a valid Oregon driver's license and maintain state minimum liability insurance.

### **Preferred:**

- Experience with Oregon Special Districts or similar government agencies.
  - Familiarity with maritime operations and port management.
  - Strong leadership and team management skills.
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## **Working Conditions:**

- This position is primarily office-based but requires occasional travel to meet with stakeholders, attend industry meetings, or inspect port operations.

- Outdoor work, including in stormy or adverse weather conditions, may be required occasionally.
  - Ability to work flexible hours, including occasional evenings and weekends, as required.
  - Limited hybrid work may be allowed as projects and tasks permit.
  - This is an overtime-exempt managerial position and may require overtime without additional compensation.
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## **Application Instructions:**

Please submit a resume, cover letter, and three professional references to [jobs@portofportorford.org](mailto:jobs@portofportorford.org). The position will remain open until filled, with a priority review of applications received by Monday, December 31, 2024.

### **Commitment to Diversity, Equity, and Inclusion**

The Port of Port Orford is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at the Port of Port Orford and is an important principle of sound business management.

### **Non-discrimination**

The Port of Port Orford does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, meetings or Port activities as set forth in compliance with federal and state statutes and regulations.

People with concerns, complaints or questions about equal opportunity or nondiscrimination should contact the Port Manager at 541.332.7121 or go to 300 Dock Road, Port Orford. USPS mailing address: PO Box 490, Port Orford, Oregon 97465.