


Port of Lewiston

Job Title: GENERAL MANAGER
Department: Executive - Leadership
Reports To: Port of Lewiston, Board of Commissioners
FLSA Status: Exempt, Full-Time
Salary: \$90,000 - \$120,000 DOE

Established in 1958, the Port of Lewiston is a local municipal corporation of the State of Idaho whose primary mission is to develop and manage assets and services that stimulate job creation and trade, while enhancing the quality of life for Nez Perce County residents. The Port has a three-member Port Commission serving as the Board of Commissioners. Each commissioner is elected to serve a six-year term and represents a district within Nez Perce County. As a multi-modal and multi-dimensional municipality, the Port of Lewiston is engaged in the development of transportation and economic development projects that benefit local, regional and national stakeholders. Projects include transportation, fiber optic networks, and land development. The Port of Lewiston often partners with other economic development organizations and governmental entities.

JOB SUMMARY:

The General Manager is hired by and accountable to the Port of Lewiston Commissioners. Under the direction of the Port Commissioners, the General Manager is responsible for the day-to-day operations and ongoing management of the Port's enterprises and facilities. The General Manager is responsible for overseeing all Port departments, including directing the development of goals, objectives, business plans, budgets and programs. This position facilitates the development and ongoing positive relationships with tenants, customers, stakeholders and community groups. The General Manager is responsible for Port marketing and educational efforts, representing the Port in various local, regional and national activities, overseeing the Port's operating and capital budgets, implementation of Port goals and projects, and supports and directs all Port staff.

ESSENTIAL FUNCTIONS & DUTIES:

General and Administrative: The General Manager is responsible for the over-all management and proper operation of the Port of Lewiston programs, activities, and facilities which encompass the Marine Terminal, Warehousing Terminal, Harry Wall Industrial Park, Confluence Riverfront Property, Business & Technology Park, Fiber Optic Network and Economic Development activities, and other programs and projects as directed.

Coordinates and presents annual budgets and revenue estimates, while assuring the financial integrity and transparency of the Port.

Provides leadership and coordination to guarantee that Port operations and policies meet all required regulations and all legal requirements so day-to-day operations are carried out in a lawful, efficient and cost-effective manner.

Assures fair and equitable treatment to all Port of Lewiston employees, customers, tenants and the public.

Enforces rules and regulations adopted by the Port Commission. Implements and manages leases, agreements, permits and other instruments executed by either the Commission or the General Manager.

Informs the Port Commission on pertinent matters effecting the Port's operations, interests, legal matters and financial well-being.

Maintains and improves upon the strong relationships that have been developed with other economic development agencies, governmental agencies, regulatory agencies both State and Federal, public interest groups, Port constituents and other groups that may have an influence or interest in the business of the Port.

Planning: Oversees the development and establishment of goals, objectives and projects. Provides timely and periodic status reports to the Port Commissioners.

Periodically updates the Comprehensive Plan and Marketing Plan which will be submitted to the Port Commissioners for their approval.

Engage the Port Commissioners and Port staff in short-term and long-term strategic planning discussions and processes.

Operations: Provides leadership oversight to ensure proper implementation and resources for construction work, alterations and improvements to the Port's real estate, physical facilities, transportation infrastructure and fiber optic system.

Manages the preparation of leases and contracts, administers contracts, negotiates settlement of claims, arranges for consulting services and the acquisition of material and equipment through direct involvement and communication with Port personnel.

Finance: Has the overall responsibility for the financial management of the Port of Lewiston including the investment of Port funds to ensure the Port maximizes the financial benefits from port assets and properties to the benefit of the Port taxpayers;

Must firmly understand, interpret and communicate financial information and guidance offered within financial documents in respect to the correctness and impacts to the Port's financial health and position.

Accountable for maintaining budget guidelines set within the annual budget approved by the Port Commission to assure the Port of Lewiston remains in a sound fiscal position.

Coordinates and manages the issuance of bonds to finance the Port programs as authorized by the Commissioners.

Directs and manages efforts to obtain Federal and/or State grants and other aid to support Port programs as directed by the Commission.

Presents to the Commissioners recommended changes in contract fee schedules charged by the Port. Maintains sound, up-to-date Port tariffs and service contracts.

Directs the preparation of monthly financial reports and annual audit, for review and approval by the Commission and to other agencies as required. Actively communicate and engage with the Port of Lewiston's third-party auditor and financial preparers.

Commission Meetings: Directs the preparation of agendas and provides supportive information for the regularly scheduled and special meetings of the Port Commission. Arranges for participants and preparations for presentation as necessary.

Reviews the accuracy and completeness of the Minutes of meetings held by the Commission.

Presents meeting content to the Port Commission, responds to questions, and provides accurate and timely updates on Port related projects, issues and activities.

Public Relations: Directs, prepares and/or approves releases for the media in collaboration with Commissioners and keeps the media informed of Port activities and meetings.

Reviews and approves informational materials for presentation to public groups and other organizations.

Leads and participates in the development and distribution of materials and programs for purposes of providing stakeholders educational and factual information related to Port operations, issues and activities.

Insures the interests of the Port of Lewiston are represented to local, state, regional, legislative, public or private groups through personal involvement or qualified designated representation.

Personnel: Provides ongoing leadership and management of the selection, hiring, placement, training, education, and motivation of personnel to ensure efficiency and effectiveness in Port operations.

Oversees the administration of Port benefit programs.

Oversees the development and implementation of a Port Personnel Policy Manual.

Maintains and encourages a positive work environment. Provides opportunities for training as needed to maximize the staff's potential and insure the Port of Lewiston's organizational goals are met. Reviews staff's performance annually with results provided to the Port Commission.

Provides recommendations and support documentation for employees pay schedules to the Port Commission.

KNOWLEDGE, SKILLS & ABILITIES:

- Write and/or print legibly and accurately.
- Ability to interpret instructions, both written and orally; communicate effectively both orally and in writing; comprehend and use the English language effectively.
- Ability to work effectively with others and accept supervision and technical guidance as necessary.
- Capable, mature and willing to accept responsibility.
- Prioritize and balance a variety of projects and multiple tasks in effective and timely manner; work independently and meet critical time deadlines.
- Use tact, initiative, and prudence with staff, tenants and the public.
- Must be able to regularly and punctually attend work at the office or other location(s).
- Must be available to attend Port events and activities outside of normal business hours.
- Must be able and willing to travel as directed to Port related activities or events, with and without prior planning and notice, as needed.
- Must be able and willing to respond to disruptions to Port operations outside of normal business hours.
- Must be electronically connected to Port devices for the general purpose of monitoring operational communications to evaluate for necessary response during and outside of normal business hours.

REQUIRED EDUCATION/EXPERIENCE & CERTIFICATIONS:

QUALIFICATIONS:

- A combination of education and/or experience that includes financial management, business administration, collaborative leadership, and management of personnel sufficient to demonstrate the skills necessary to perform the duties and responsibilities of the position of General Manager.
- A Bachelor's Degree or accepted experience substitution is required. (*In lieu of a Bachelor's Degree, qualified experience of five years or more in the areas listed is acceptable.*). Demonstrated backgrounds in property acquisition, property contract leasing/selling negotiation, industrial development/engineering, legal processes, environmental regulations, telecom, public processes and regulations, economic development, and government finance are desirable. Specific Port experience is highly valued and desirable but not mandatory. Prior experience working with Boards, Commissions, Councils or elected officials is preferred.
- Additional desirable skills, is the ability to read, analyze and interpret complex documents and the ability to respond effectively to sensitive inquiries or complaints.
- Possess the ability to make effective speeches and presentations on all Port related subjects whether complex and controversial or general subjects to Commissioners, management and governmental groups, public forums and boards and decision makers. Ability to define problems, collect data, establish facts and draw valid conclusions.
- Must have competent computer skills, including a working knowledge of the Microsoft Suite of Programs (Outlook, Word, Power Point, Excel).
- Must be able to read, write and effectively communicate in person, over the telephone, virtually and electronically in small and large group settings.
- Ability to operate standard office equipment, to include a computer, cell phone, multi-line phone system, streaming equipment, speakers, projectors, copier, and printers.
- Represent the Port of Lewiston in a professional manner.

Personality:

- Demonstrate initiative, imagination and creative ability for continued development of new and improved programs and the ability to take on challenges, address and solve unique and unusual problems. Innovative and open to new concepts and ideas.
- Genuinely interested, engaged and perceived as a positive contributor to the local community.
- Possesses self-assurance and the ability to express ideas and concepts clearly and effectively.

- Be decisive in areas of critical operations of the Port.
- Must be affable and understanding of client problems and at the same time practice and encourage fair and firm enforcement of the rules and regulations of the Port.
- Must maintain confidentiality related to Executive Session items protected by Idaho Code, and including confidentiality agreements, proprietary client trades and personnel issues.

Licenses, Certifications & other requirements:

- Must possess a valid Idaho State Driver's License, or ability to obtain one within 30 days of employment.
- Must meet the minimum Motor Vehicle Standards of Port's auto insurance carrier.
- Must be bondable and insurable.
- Must pass a pre-employment drug screen test and may include a medical examination.
- Must qualify for admittance into state and federal facilities.
- Must consent to a background check and not have a criminal record.

WORKING CONDITIONS:

Environment:

- The work is generally performed within an office environment. Office lighting and temperatures are typically adequate, and there are little to no hazardous or unpleasant conditions caused by noise, dust, etc. The noise level in the office environment is usually quiet to moderate. This position will require occasional operational and project oversight, meetings and outdoor tours, with personal exposure to the elements, uneven driving and walking surfaces, increased levels of noise and decreased lighting. The job will require occasional trips to other Port offices, vendor locations, customer locations, and other agency offices for business purposes, which may include inclement weather conditions.

PHYSICAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met to perform the essential functions of this job. This position requires sitting, standing, walking, bending, kneeling, stooping, crouching, pushing, pulling, twisting, reaching, lifting, using a step stool, manual dexterity, balance and other normal movements required in the performance of the job based on various inside and outdoor conditions. The employee may need to lift and/or move items up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The ability to operate a motor vehicle is required.

SELECTION GUIDELINES:

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job classification description does not constitute an employment agreement between the Port of Lewiston and employee and is subject to change by the Port as the needs of the Port and requirements of the position change.
- It is preferred that the successful candidate be a resident of Nez Perce County, Idaho.