

## **PROPOSED**

### **Position Job Description**

#### **Port Deputy General Manager**

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**Full Time Employee  
Management Position  
Exempt Position  
Salary Range: Negotiable \$75,000 to \$90,000.**

**General Description of Duties:** The Deputy General Manager reports and is directly responsible to the Port General Manager and Commissioners and oversees and assists in the general operation of the Port. At the direction of the General Manager, the Deputy ensures that all applicable state, federal and local laws are followed and that the policy and direction of the Commission is carried out. The Deputy General Manager is responsible for assisting in the development of plans, actions and the delivery of Port Commission established vision and direction. One of the major goals of the Deputy General Manager is the creation of jobs, new businesses in the community and the strengthening of existing businesses, while helping to improve the service level and efficiency of the Port. The Deputy will participate in the annual long-range planning meeting of the Commission, held in the fall of the year.

The Deputy General Manager works directly with the General Manager and the Port Commission who set policies and procedures and who vest the day-to-day operations with the General Manager.

#### **Essential Job Elements:**

1. Assist the General Manager and Port Commission develop vision, mission and priorities.
2. Assist in attracting private investment to the community and facilitate economic development and job creation and strategies to preserve jobs in the community.
3. Assist the GM administer the Port operation within the policies and guidelines as established by the Port Commission.
4. Assist in implementing and managing the Port operations in a financially prudent manner to insure long range and short-range solvency and success. Insure that monthly financial reports are filed with the Commission.
5. Assist in the implementation of the financial policies and direction of the Port as approved by the Port Commission.
6. Assist in the planning, development and implementation all Port programs, functions and services.
7. Assist in carrying out the personnel polices as established by the Port Commission.
8. Assist the Port Commission and budget committee develop and adopt the annual budget. The General Manager is responsible for creating the annual budget based

on the priorities established by the Port Commission. All budgets must be balanced. The Deputy will assist the GM and Department Heads/Program Leads in the process.

9. Help to ensure the proper care, maintenance and upkeep of all Port facilities and equipment.
10. Implement the approved budget and objectives as approved by the Port Commission.
11. Assist the GM by maintaining points of contact and relationships with local, state and federal agencies, organizations and elected officials working in the region. Maintain good working relationships while stressing the needs and desires of the community. Develop and maintain close and effective working relationships with the Gorge Commission, county and city governments within the Gorge and Indian Nations.
12. Project a positive image to the local public as well as to state and federal agencies and elected officials.
13. Develop and maintains effective communications with the Port Commission, local citizens and other community stakeholders.
14. Assist in keeping the organization and staff focused on the priorities and yet also receptive to new opportunities that may arise leading to job development. Assist all department heads to be successful.
15. Long range planning.
16. Serves as the Ports Assistant Budget Officer.
17. Other duties and tasks as may be assigned or necessary to achieve the goals of the Port and community.

**Desired Experience:** As the Deputy General Manager, the following experiences are desirable.

- A. Experience fighting for and working for the community.
- B. Experience in seeing the big picture and getting community support to move in a focused direction leading to jobs.
- C. Extensive experience working with and collaborating with others to benefit the community. Maintains positive and effective working relationships with other local governments.
- D. Experience as a developer or involved in an organization with extensive development experience.
- E. Experience as a planner or engineer.
- F. A history of making things happens, closing the deal and creating jobs.
- G. A history of properly balancing the environment with the need for jobs.
- H. Experience in bringing jobs to a community.
- I. Experience in contracting for services and necessary functions.
- J. Both local and state-wide experience.