

## City of Nome Job Description

---

Title:	<b>Port Director</b>	Range/Salary:	Negotiated
Department:	Port	Status:	Exempt
Reports to:	Manager	Original Date:	12/15/2016
Supervises:	Harbormaster	Revised Date(s):	11/9/2021

---

### Summary:

Under direction of and in close association with the City Manager, plans, organizes and manages the Port & Harbor Department functions and provides executive level support. Supervises the Harbormaster, who manages all functions within the aspects of port and harbor facility operations and staff. Ensures staff is suitably trained on vessel traffic statistics tracking, Caselle billing protocol and proper application of Port Tariff. Routinely coordinates with City Engineer and Public Works Department on facility development and project planning. Occasionally involved in matters of litigation concerning the Port that may require confidentiality.

### Essential Duties and Responsibilities:

The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Reviews and recommends Port & Harbor priorities and strategic plans; develops goals and objectives; assures that all Port plans and projects meet state and federal compliance regulations.
- Supervises the management of Port & Harbor activities; evaluates and analyzes issues, and recommends and implements solutions; communicates strategies, goals and objectives.
- Develops and implements strategic, marketing, and action plans; meets with a wide variety of government officials, business leaders, organizations, and individuals concerning the Port & Harbor development and goals.
- Serves as liaison to the Port Commission; provides necessary information to enable their advisory function to the City Council.
- Represents the City Manager in working with federal and state agencies, legislators, Congressional leaders and industry.
- In consultation with contract lobbyists, provides presentations, assisting with drafting legislation and, remains current on existing regulations and proposed legislation to capture the greatest benefit to Port & Harbor operations.
- Remains current on Port & Harbor issues, and presents recommendations to the City Manager and City Council for enhancing Nome's Port & Harbor.
- Oversees the preparation of the Port & Harbor budget, accounting and statistical reports, and fee collection. Manages a myriad of contracts in consultation with the City Manager's office.
- Works in cooperation with the City Manager, Finance Director, and City Engineer to manage Port & Harbor planning, development and construction contracts, contractors & design engineers.
- Maintains cooperative working relations with other City departments, outside associations, and regulatory agencies; serves as liaison between various organizations, agencies, and groups to coordinate port and harbor development.
- In cooperation with the Finance Director, applies for and facilitates the management of grant programs funding Ports & Harbor projects.

- Prepares monthly report on Port & Harbor administrative and project-related issues. Reviews quarterly statements of revenues and expenditures for coding accuracy.
- Advises Harbormaster on issues relating to Port & Harbor Department staff, assists in training of office personnel on records management, statistical tracking, and billing activity; resolving workload and technical issues; promotes strong customer service ethic.
- Oversees and assists with the management of Port & Harbor infrastructure maintenance, in coordination with Public Works Department.
- Interprets and ensures proper enforcement of Port & Harbor regulations.
- Assists with risk reduction and risk management programs; reviews safety equipment and procedures, resolves issues.
- Assists Harbormaster in resolving port and harbor user concerns; reviews, researches, and recommends rate revisions to assure that appropriate fees are charged for services provided.
- Performs other related duties as assigned. This position may require extended hours and travel on evenings and weekends; is part of the exempt service and does not qualify for overtime pay.

### **Supervisory Responsibilities**

Directly supervises Harbormaster, assists with recruitment of seasonal personnel including assessment of applicant pool, training office staff; resolves problems and public complaints.

### **Skills, Abilities, Qualification Requirements:**

Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.

- Ability to read, analyze and interpret general business documents and procedures and governmental regulations;
- Ability to communicate effectively both verbally and in writing, compile data and write reports, business correspondence, procedure plans and financial documents;
- Ability to effectively present information and respond to questions from facility users, department managers, Port Commission, agencies, and the general public;
- Ability to develop and coordinate plans and programs effectively. Knowledge of State law and local ordinances;
- Knowledge of the purpose, organization, rules and regulations of the Port;
- Ability to operate computer programs; accurately enter data; and complete work using various software programs/
- Must be able to work well under pressure; meet the public in person or over the telephone in a courteous and professional manner;
- Work harmoniously with numerous personalities; have a high level of initiative and be able to work with minimal supervision;
- Ability to use proper judgment and to prioritize work assignments;
- Ability to make decisions and take necessary action; be able to fit into a public/ professional office environment.

### **Education and/or Experience and/or Certifications/Licenses and/or Background**

- A Bachelor's Degree in Business or Public Administration, or related field; or the equivalent of a High School diploma with 5 years' experience in maritime operations or related port facility management; proficient with Microsoft word processor and spreadsheet software programs; organizational skills and letter composition experience necessary; previous experience with

public sector program management and public relations is desired.

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must pass background check and obtain a Transportation Worker's Identification Card to be compliant with federal regulations.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and talk or hear. The employee is frequently required to reach with hands and arms, stoop, kneel, or crouch. Employee must be able to periodically lift and/or move up to 50 pounds.

**Work Environment:**

This position has a moderate to high level of contact with the public. Work is performed in a busy setting with frequent interruptions. Employee may be required to work in stressful conditions to include making immediate decisions and judgments that affect property. This position is full time with a standard work schedule; however, operational needs and emergency responses may require varied hours. Employee may be required to work holidays and overtime; or report to work on short notice.

The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

<b>APPROVALS</b>			
Employee		Date	
Department Head		Date	

**Disclaimer**

*The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*