

PORT OF NEWPORT COMMISSION SPECIAL MEETING AGENDA

Tuesday, November 13, 2018, 12:00 pm
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

I.	Call to Order	Page
II.	Public Comment (3 minute limit per person)	
III.	General Manager Hiring Process	
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IV.	Public Comment (3 minute limit per person)	
V.	Adjournment	

Regular monthly 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.

Link for directions to the RV Park Activity Room: <http://portofnewport.com/rv-parks/map.php>

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NEW BUSINESS AGENDA ITEM

DATE: November 5, 2018
RE: General Manager Hiring Process
TO: Port of Newport Board of Commissioners
ISSUED BY: Teri Dresler, Interim General Manager

BACKGROUND or SUMMARY

As discussed in the Regular Monthly Commission Meeting October 23, 2018, the Port of Newport Board of Commissioners are interested in engaging the services of Special Districts Association of Oregon to provide recruitment services for the recruitment and hire of a General Manager.

I have been working with George Dunkel, Administrator, SDAO Management Consulting Services on a recruitment brochure and an updated hiring process timeline. Both of these documents are included in the packet for your consideration. In addition, the SDAO Consulting Services Agreement is included in the packet.

Following the October 23 meeting, I asked George to include the feedback I received from the Commission in the timeline and recruitment brochure. The timeline takes into consideration the appointment of two Commission liaisons to be included in the search committee in addition to two community members, George and myself.

The timeline also takes into consideration the inclusion of community members on the interview panel. And, we have added a community open house where the candidates will meet members of the community.

Another addition to the timeline is my suggestion for a staff element in the interview process. This will allow staff the opportunity to ask pre-established questions as they tour each candidate through a limited number of Port facilities. My experience with this in the past has been extremely successful.

The recruitment brochure includes the language that the Commission asked to have added at the October meeting. The Consulting Services Agreement has not been changed.

George has indicated that he is prepared to launch the recruitment as soon as the Commission gives their approval.

BUDGET IMPLICATIONS

As discussed and approved at the October 23 meeting, the budget impact is limited to a not to exceed amount of \$5,000.00, including expenses.

RECOMMENDATION

I would recommend that a Commissioner make a MOTION TO APPROVE AUTHORIZING GEORGE DUNKEL TO OPEN THE GENERAL MANAGER RECRUITMENT ON NOVEMBER 14, 2018; AND APPROVE THE GENERAL MANAGER HIRING PROCESS TIMELINE, THE RECRUITMENT BROCHURE, AND SDAO CONSULTING SERVICES AGREEMENT FOR CONSULTING SERVICES AT A RATE OF \$50.00 PER HOUR NOT TO EXCEED 80 HOURS (\$4,000.00) PLUS EXPENSES NOT TO EXCEED \$1,000.00.

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POSITION ANNOUNCEMENT

General Manager

The Port of Newport is currently recruiting qualified applicants to fill the General Manager position.

The Port of Newport is located 110 miles from Portland, Oregon on Yaquina Bay in the City of Newport, Lincoln County, Oregon. The Port is home to a 250-slip commercial boat basin, a 55-slip recreational marina, the International Terminal, 160-space RV Park, 24 water-dependent businesses, Rogue Brewery, NOAA Marine Operations Center, Oregon State University's Marine Hatfield Science Center, and the Oregon Coast Aquarium. The Port is governed by a five-member commission whose members are elected by Port District Voters.

The General Manager is responsible for the success of the Port in achieving its mission and is expected to: be an effective, professional leader who gets results; supervise employees for peak performance; and demonstrate positive and effective, interpersonal and communication skills. The General Manager is appointed by the Port Commission. The Port presently employs 25 full-time employees.

Qualifications for the successful applicant include:

A Bachelor's degree in business administration, public administration or a related field, or equivalent.

At least 6 years' experience in a public or private organization which included responsibility for **each** of the following: (a) senior leadership role in a complex public facing maritime operation, including the management of staff, (b) development and implementation of strategic long and short-range plans/goals for an organization, (c) successfully working under the direction of a board, (d) budget preparation including capital improvements, (e) contract and lease negotiations, (f) networking and building relationships with community leaders, stakeholders and elected officials, (g) facilitating legal matters with attorneys and risk managers, (h) economic development outreach; 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.

POSITION OBJECTIVES

The Port of Newport is searching for a person who will possess the leadership, management and administrative skills to move the Port in the direction of its stated business mission:

“Build and maintain waterfront facilities, and promote/support projects and programs in cooperation with other community organizations and businesses that will retain and create new jobs and increase community economic development.”

The General Manager oversees the Port's operating and capital budget (\$ 6.2 million) and manages its \$77.5 million in capital assets, principally located at three sites around Yaquina Bay.

THE IDEAL CANDIDATE

The individual appointed to this position will possess well developed operations, business management, administrative and leadership skills which includes honesty, confidence, integrity, credibility, approachability, and a strong commitment to teamwork and collaboration across all levels in the organization and with stakeholders. This person will recognize that policy is set by the Commission and will provide an open and direct flow of information to assist in the formulation of Port policies.

They will be an excellent communicator and representative of the Port. The candidate will be a catalyst, a "front" person who can help the Commission, Port users and the communities create a vision to build for the future. They will have the ability to promote complex ideas and concepts and advocate for them in the broader community and will have responsibility for establishing and nurturing successful media relations.

In relationships with staff, the candidate will be a good listener and mentor, will be accessible, and open in interactions with people who work for the Port.

This person will be someone who can help the Port grow and adapt to changing conditions.

ISSUES OF SIGNIFICANCE FACING THE PORT

- Completion of updated Strategic Business and Capital Facilities Plan
- Full utilization of facilities at the Port's International Terminal
- Renewal and Replacement of aging infrastructure
- Development of Port property to its best and highest use
- Identification of funding sources for large capital projects

Salary Range: \$114,000 - \$140,000 with an excellent benefit package

Interviews are Scheduled for December 17-18, 2018

Desirable Starting Date: February 1, 2019

To be considered please submit a letter of introduction, addressing why you feel you are the ideal candidate for this position, and resume by 4:00 PM December 5, 2018 to:

Port of Newport
General Manager Selection Process
Special Districts Association of Oregon
PO Box 23879
Tigard, Oregon 97281

Email kwiley@sdao.com

Application Deadline: December 5, 2018, 4:00 pm

Job Description available at:

www.sdao.com and at www.portofnewport.com/jobannouncements.php

**Port of Newport
General Manager Hiring Process
Timeline November 2, 2018**

October 23, 2018	Board Meeting, Approve agreement with SDAO, approval of job description, benefit package and process timeline.
November 13, 2018	Board of Commissioners Meeting to finalize Recruitment and Hiring Process
November 14, 2018	Recruitment Period Opens, Special Districts Association of Oregon (SDAO) posts job description and profile.
December 5, 2018	Recruitment Period Closes at 4:00 PM
December 7, 2018	Candidate resumes to Search Committees for review and ranking. Search Committee - George Dunkel, Teri Dresler, 2 - Commissioners, 2 - Community Members.
December 10, 2018	Search Committee Meeting in Newport to create a list of semi-finalists.
December 17, 2018	*Evaluation Panel Selection process and Special Board of Commissioners Meeting for Interviews. All Commissioners, 4 - 5 Community Members. Simultaneously Port staff conduct walking tours/interview of limited number of facilities. 4 pm - 6 pm community open house for candidates.
December 18, 2018	Board of Commissioners Meeting and possible announcement of contingent offer to New General Manager. Executive Session at noon, Regular Monthly Meeting at 6 pm.

January 2019 Complete Background checks and Final Agreement with
final Candidate

February 1, 2019 Projected start date for New General Manager

*Statement on Job Announcement announcing Interview dates of December 17-18,
2018 so that applicants can plan if necessary.

Board Members,

Special Districts Association of Oregon, through their SDAO Management Consulting Services Program, routinely assists special districts with Executive Officer recruitment and hiring processes.

The assistance provided by SDAO is based on the needs and desires of each individual special district's board of directors, and may include all aspects from recruitment to final contract negotiations with the final candidate.

It is important that the board of directors of a special district include the following when developing plans for an executive recruitment and hiring process.

1. Develop/review a clear and concise job description for the position, outlining minimum standards, expectations and performance evaluation process. (Public Process)
2. Review/develop benefit package for position. (Public Process)
3. Review/develop description of work environment, description of district.
4. Determine recruitment/hiring process to be conducted: (Public Process)
 - A. Internal opening/recruitment.
 - B. External/internal recruitment.
 - C. Selection/screening process:
 - 1) Assessment center.
 - 2) Modified assessment center.
 - 3) Community and technical interview panels.
 - 4) Board interviews only.
5. Contract for assistance in process or conduct entire process internally.
6. Open the position and require an introductory letter with attached résumé.
7. Review résumés to insure candidate meets minimum standards outlined in job description. Can be done internally or by contracted service.
8. All applications and résumés reviewed by individual board members.
9. Perform reference checks on selection of three to six semifinalists.
10. Board interviews of two to three finalists.(May be done in Executive Session if 1-4 done in Public Session)
11. Tentative job offer to final candidate.
12. Complete background check/medical/physical/technical confirmations completed.
13. Contract negotiations, tentative agreement.
14. Contract approved by board of directors. (Public Process)
15. Press release developed and released that announces new hiring and start date.

The list above is intended to be a check list that may not include all aspects of the hiring process desired by any specific board of directors. SDAO has attempted to include those steps necessary to help boards determine a process that is appropriate for its organization and the community it serves.

The Management Consulting Services Program of SDAO is willing to assist member districts with the process if desired.

Best wishes,

George Dunkel, Administrator
SDAO Management Consulting Services
503-369-2050

**Special Districts Association of Oregon
Management Consulting Services Program**

**Port of Newport
General Manager Selection Process**

**Draft
June 2018**

1. Meet with Board and/or search committee to:
 - Update Job Description
 - Update position benefit package
 - Determine selection process
 - Develop process timeline
2. Develop position recruitment announcement.
3. Place recruitment announcement on SDAO web site and other free association web sites applicable to District.
4. Help District determine recruitment advertising methods, paid site and newspapers etc applicable for their District. (District Cost)
5. Receive letters of interest and resumes at SDAO Tigard office.
 - Collect
 - Review
 - Screen on minimums/education/experience/
 - Prepare for distribution to Board and/or Search Committee
6. Meet with Board/Search Committee to screen candidates and select semi-finalist
 - Conduct preliminary reference checks
 - Conduct phone interviews if required
 - Perform online public background check
7. Assist District with development of interview/evaluation process for semi-finalist.
 - Recommended Components:
 - Technical Interview Panel: 3 to 5 panelists
 - Community Based Interview Panel 3 to 5 panelists
 - Public Budgeting Component
 - Human Resource Component
 - Board of Directors, Initial Interview
8. Facilitate interview/evaluation process at site determined by District Board.
9. Assist Board with final interview and selection of new Library Director
 - Conduct back ground check as requested
 - Arrange site visits if required

- Perform necessary functions to help determine appropriate selection

10. Additional assistance is available for the following.

- Assistance with finalist contract negotiations
- Arrangement of medical/mental evaluation of finalist

**Special Districts Association of Oregon
Consulting Services Agreement**

This agreement is entered into between the Special Districts Association of Oregon (SDAO) and Port of Newport.

SDAO agrees to provide facilitation and assistance with Executive Director/General Manager Recruitment and Hiring process as part of SDAO's Management Consulting Services program.

SDAO agrees to provide the consulting services at a rate of \$50.00 per hour not to exceed 80 hours (\$4,000.00) plus expenses not to exceed \$1000.00 without additional approval.

This agreement is made and entered into on this ____ day of _____, 2018

Special Districts Association of Oregon

By: _____
George Dunkel
SDAO Consulting Services Administrator

Port of Newport

By: _____
Board Chair/President