



M E M O R A N D U M

TO: Interested Parties  
FROM: Brianna Hanson, Vice President  
DATE: June 25, 2024  
SUBJECT: Port of Coos Bay Special Commission Meeting Notice

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The **Board of Commissioners** of the Oregon International Port of Coos Bay will hold a Special Commission Meeting at **1:30 p.m., Thursday, June 27, 2024**, in the Port's Commission Chambers located at 125 W Central Avenue, Suite 230, Coos Bay, Oregon 97420, and live on YouTube.

Members of the public are invited to attend the meeting in person or view the meeting live on the Port's YouTube Channel at the following link: [www.youtube.com/portcoos](http://www.youtube.com/portcoos).

This meeting is to review and discuss the Chief Executive Officer hiring standards, criteria and policy directives, with the Board of Commissioners accepting public comment regarding the hiring standards, criteria and policy directives of the Chief Executive Officer position.

Members of the public may provide public comment in person, via Zoom, or in writing. If members of the public would like to provide public comment during the meeting via Zoom, please call the Administrative office at 541-267-7678 by 11:30 a.m. on Thursday, June 27, 2024. Written comment will be accepted until 11:30 a.m. on Thursday, June 27, 2024 by sending an email to [portcoos@portofcoosbay.com](mailto:portcoos@portofcoosbay.com) with the subject line 'Public Comment'.

An **Executive Session** has also been scheduled on **Thursday, June 27, 2024**, immediately after the Commission Meeting, as authorized under ORS 192.660(2), to:

(a) consider the employment of a public officer, employee, staff member or individual agent.

BH/lc

**OREGON INTERNATIONAL PORT OF COOS BAY  
SPECIAL COMMISSION MEETING**

**1:30 p.m., Thursday, June 27, 2024**

Port Commission Chambers, 125 West Central Avenue, Suite 230, Coos Bay, Oregon 97420

Watch Live on YouTube: [www.youtube.com/portcoos](http://www.youtube.com/portcoos)

**T E N T A T I V E   A G E N D A**

- 1. CALL MEETING TO ORDER**
- 2. INTRODUCTION OF COMMISSION, GUESTS AND PORT STAFF**
- 3. ACTION ITEM / PUBLIC COMMENT**
  - A. Chief Executive Officer hiring standards, criteria and policy directives, with Board accepting public comment
- 4. RECESS TO EXECUTIVE SESSION**
- 5. ADJOURN**

## Chief Executive Officer

### Job Summary

The Chief Executive Officer (CEO) for the Oregon International Port of Coos Bay is responsible for the daily operations of the Port including the overall administration of the Port's fiscal management and personnel management, development and maintenance of all Port facilities and properties and other tasks as assigned and under the general direction of the Port Commission, a five member body appointed by the Governor of Oregon. The CEO serves at the will of, reports directly to, and is responsible/accountable to the Port Commission.

The ideal candidate will be an experienced professional with a successful track record of developing and implementing major terminal development and other infrastructure projects, as well as demonstrating a proven expertise in negotiating maritime and/or railroad related projects, navigating local, state and federal government activities and conceptualizing, developing and launching new business opportunities.

The ideal candidate will be an excellent communicator and collaborative leader who is adept at developing and realizing a vision for business growth while successfully managing all aspects of a diverse organization. The ideal candidate will have exceptional business acumen and the ability to work effectively with a wide range of stakeholders, preferably having reported previously to an elected or appointed board or commission.

### Essential Job Functions

- Directly accountable to the Board of Commissioners for the overall management and daily operations of the Port, including the Charleston Marina Complex and the Coos Bay Rail Line, Inc.
- Lead the development and implementation of the Port's strategic plans, with short-, mid- and long-term goals to accomplish the mission, vision, and strategic goal initiatives. Regularly provide the Commission with current information regarding business trends, market conditions, and opportunities relevant to established goals.
- Serve as the Port's liaison with various public and private entities, stakeholders, and community organizations at the local, state, and federal level. Serve on commissions and boards and attend a variety of meetings as a representative and official of the Port.
- Responsible for the development of operating plans and budgets, monitoring of fiscal conditions, approving budget expenses, and monitoring operational forecasts. Proactively identify opportunities to contain costs and/or increase revenues. Report these conditions and opportunities to the Commission.

#### Posting Date

June 14, 2024

#### Closing Date

Open Until Filled

#### Compensation

\$187K – 220K, DOE

#### Employment Status

Regular Full-Time,  
Exempt

#### Department

Administration

#### Reports To

Board of Commissioners

#### Application Process

Email your cover letter and resume to [hr@portofcoosbay.com](mailto:hr@portofcoosbay.com)  
Or, apply on our website at [www.portofcoosbay.com/employment](http://www.portofcoosbay.com/employment)

Follow us on Social Media!



[www.portofcoosbay.com](http://www.portofcoosbay.com)

## Chief Executive Officer, continued

### **Essential Job Functions, continued**

- Provide direct supervision, effective leadership and mentoring of the Port's Senior Leadership Team. Supervision of staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are properly trained; ensuring staff follow policies, procedures, and applicable laws, rules, and regulations; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary decisions.
- Supervise and coordinate the complete grant administration process, to include researching grants, developing grant applications and submissions, oversight of post-award compliance and related activities.
- Review, recommend, and implement policies, procedures, programs, goals and objectives of the Port.
- Supervise and coordinate the negotiation of contracts for all Port projects including major capital projects, collective bargaining agreements, rental/lease agreements, and other business related transactions.
- Responsible for the maintenance and development of all Port-owned assets and facilities, including the compliance with applicable laws and regulations and the securing of all permits from regulatory agencies necessary to conduct Port business.
- Oversee the scheduling of all Commission meetings and executive sessions, following the guidelines of the Oregon Public Meetings Laws. Attend all meetings unless excused by the Commission.

### **Required Experience & Education**

Bachelor's Degree in business administration, public administration, or a related field required. Master's Degree preferred. Minimum of 7 years business experience with at least 5 years working for a port authority or other maritime organization in an executive level role. Past experience should include personnel management, fiscal budget management, maritime and/or port development, and/or an equivalent combination of education and experience, which demonstrate the knowledge, skills, and abilities necessary to successfully perform the essential functions of the job.

### **Required Qualifications**

- A thorough knowledge of and the ability to continue to learn the practices of general port operations and management, economic development, maritime and railroad commerce, personnel practices, operations of marine facilities and docks, railroad operations and infrastructure, public budget practices, property management, dredging and wetland management practices, commercial and recreational vessel operation, and project management.
- Must possess strong organizational skills with a keen attention to detail.
- Strong ability to think strategically, exercise judgment, balance priorities, and adapt to shifting deadlines, requirements, and commitments.
- Ability to work alone or in a team environment by developing and maintaining good working relationships with coworkers, stakeholders, and customers, as well as with Commissioners, government agency representatives, the media, consultants, clients, union representatives and the general public.
- Must possess interpersonal communication skills to effectively interact both verbally and in writing with courtesy, dignity, and respect in all interactions.
- Experience with political advocacy at the federal, state, and local levels. Community outreach oriented with experience representing an organization to a wide variety of audiences.
- Experience interpreting and applying federal, state, and local policies, laws, rules and regulations.
- High level of negotiating experience, specifically related to major capital projects.

## Chief Executive Officer, continued

### **Required Qualifications, continued**

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- Experience managing complex budgets, preferably familiar with public budgeting laws and practices.
- Ability to understand and follow all company and industry safety rules, practices, and standards.
- Ability to operate common office equipment, including a computer and applicable software programs.

### **Additional Qualifications**

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- Possess the ability and willingness to align with the mission, vision, goals, and collaborative culture desired at the Port of Coos Bay.
- Ability to cope with and deescalate high stress situations.
- Ability to problem solve and apply principals of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability and willingness to complete special projects and other duties as assigned necessary to meet operating goals.

### **Working Conditions**

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- Work duties may take place in the office or outside in inclement weather, on and around docks, vessels, bridges, tunnels, and overwater structures.
- Regional travel required. Work duties may also include traveling domestically and internationally as needed and may include attending evening meetings as required.
- May be subject to high stress situations and intensity of workload.

### **Benefits**

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The Port of Coos Bay offers a generous benefit package which includes medical, dental, vision, term life, and long term disability insurance. The Port also provides paid time off (PTO), eleven paid holidays, and participation in the Oregon State Public Employee's Retirement System (PERS). Relocation assistance may be provided for the ideal candidate.

### **Employment Eligibility**

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The successful candidate will be required to consent to a pre-employment background investigation.

The Oregon International Port of Coos Bay is an Equal Employment Opportunity employer. All applicants are considered strictly on the basis of their qualifications for a position, without consideration of the applicant's race, color, religion, gender, national origin, age, marital or veteran status, sexual orientation, disability or genetic information. Disabled job applicants and employees are provided with reasonable accommodation upon request. A preference will be given to qualified veterans pursuant to ORS 408.225 to 408.237. To request the veterans preference, please submit Form DD-214 or 215 with your application.

### **Application Process**

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Please email your cover letter and resume to [hr@portofcoosbay.com](mailto:hr@portofcoosbay.com). Or, apply on our website at [www.portofcoosbay.com/employment](http://www.portofcoosbay.com/employment).

<b>TITLE:</b>	<b>Chief Executive Officer</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>REPORTS TO:</b>	<b>Board of Commissioners</b>
<b>EMPLOYMENT STATUS:</b>	<b>Regular Full Time, Exempt</b>
<b>PAY GRADE:</b>	<b>12, CEO</b>

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