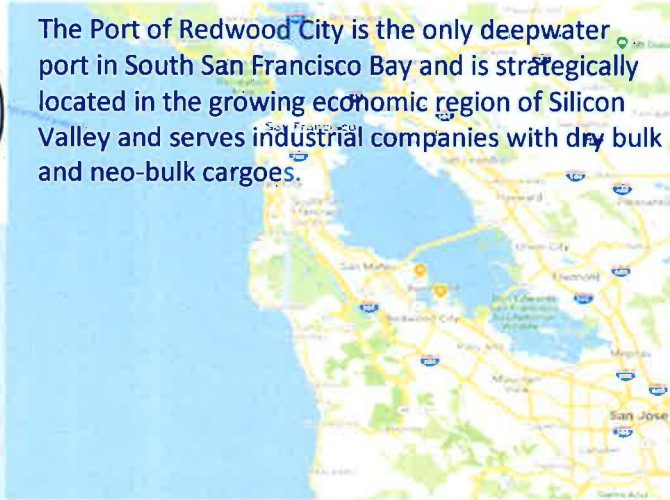




The Port of Redwood City is the only deepwater port in South San Francisco Bay and is strategically located in the growing economic region of Silicon Valley and serves industrial companies with dry bulk and neo-bulk cargoes.



PORT OF REDWOOD CITY IS RECRUITING FOR AN EXECUTIVE DIRECTOR

FINAL FILING DATE:
March 23, 2018 by 5:00 PM

BENEFITS OVERVIEW

The Port of Redwood City offers a comprehensive benefits plan designed to meet the needs of all our employees.

- Public Employees Retirement System (PERS)
- Medical Insurance (Kaiser)
- Dental Insurance (Delta Dental)
- Life Insurance
- 10 to 20 days paid vacation
- 12 paid holidays
- Competitive salary

Candidates with a disability who may require special assistance in any phase of the application or selection process should advise the Port or the search firm upon submittal of application.

The Port of Redwood City is an Equal Opportunity Employer.

PORT VALUES

EXCELLENCE

Passion to do our best in each moment

INTEGRITY

Do the right thing, not the easy thing

SERVICE

We care, and it makes a difference

CREATIVITY

Freedom to imagine and courage to act

PORT OF REDWOOD CITY
675 Seaport Boulevard
Redwood City, CA 94063
<http://www.redwoodcityport.com>



THE PORT

The Port of Redwood City, located midway between San Francisco and San Jose, is an enterprise department of the City of Redwood City and is governed by an appointed five-member Board of Port Commissioners which meets bi-monthly. The Port is a financially self-sufficient enterprise department of the City without general fund or tax support.

THE POSITION

Reporting to a five-member Port Commission that is appointed by the City Council of Redwood City, the Executive Director of the Port is responsible for leading the Port to meet its strategic, financial, operational, and environmental goals. Along with the Commissioners, the Executive Director serves as a face of the Port to the community. This position maintains complete responsibility and authority for the administration of all port-related activities. The Executive Director oversees the implementation and administration of Port Commission established policies. The position has responsibility for maintaining excellent working relationships between the Port and all local, regional, state and federal agencies, offices and representatives, as well as maritime associations.



POSITION RESPONSIBILITIES

The Executive Director's primary accountabilities include: overseeing the development of capital and operating budgets; performing the full range of managerial oversight functions; providing consistent delivery of high quality and cost effective administrative services; preparing, negotiating and administering all leases, agreements and contracts; providing executive oversight for long-range strategic planning processes; promoting and encouraging the active oversight and participation of the Commission; working closely with the Commission to increase public awareness and support for the Port; remaining current and engaged with the local and regional political landscape; maintaining relationships with Port customers and representing the Port to elected officials and outside agencies.

TO APPLY

Please send resume with a cover letter to the attention of:
Susan Shey Dvnoch
sue@shey-harding.com
www.shey-harding.com

EXPERIENCE, EDUCATION AND TRAINING

- Bachelor's degree from an accredited college or university with major course work in business administration, economics, engineering, or a related field. MBA, MPA or other advanced degree desirable.
- At least 10 years of executive level management and administrative experience, preferably including maritime and port industry experience.
- Able to prioritize and organize numerous tasks and complete them under time constraints. Must have the capacity to balance both short- and long-term issues effectively and handle many simultaneous and often conflicting and changing priorities.
- Strong interpersonal skills to effectively communicate (in writing and verbally) with others in a professional, diplomatic and positive manner and in dealing with the Commission, customers and tenants, the public, the media, elected officials and employees.
- Thorough knowledge and understanding of real estate, marketing, and property management activities.
- Strong management skills relating to the ability to develop and administer port policies and procedures.
- A strategic planning background, financial management expertise, and be comfortable in researching, seeking out and developing new business and cost containment programs is highly desirable.
- Logically think through and solve problems involving several variables. Remain objective in gathering information and investigating issues.