



## **DEPUTY EXECUTIVE DIRECTOR (Assistant Executive Director - Harbor)**

**Compensation commensurate with qualifications, professional experience and position description**

### **THE POSITION**

Under general leadership of the Executive Director, the Deputy Executive Director supports the Executive Director in the planning, organization, and day-to-day operations of the Port of Long Beach and serves as the Port's Chief Operating Officer. The successful candidate will provide leadership and oversee the daily activities of the Capital Programs Executive and four Managing Directors, one each for Commercial Operations, Engineering Services, Finance and Administration, and Planning and Environmental Affairs.

### **THE IDEAL CANDIDATE**

The Port of Long Beach has an outstanding international reputation and is highly regarded for its progressive and customer service-focused environment. It is a fast-paced, collaborative, diverse and results-oriented organization. The Port is seeking a seasoned and strong leader with outstanding interpersonal and communications skills. This progressive leader will have a background in operations, engineering or finance in a maritime organization. S/he will understand the operations of local government, navigate through the process and be able to get projects completed. This leader will have a strong sense of business and appreciation for transparency.

The successful candidate will be professional, poised and comfortable when giving public presentations. S/he will be a problem-solver and be able to analyze and make sound recommendations on complex public policy, management and administrative issues. This person will understand, interpret, explain and apply Port policy and procedures, local, state, and federal law, and regulations and court decisions applicable to the Port's security operations. S/he will exercise sound, expert, professional judgment and apply a seasoned political acumen within broad general policy guidelines. This leader will also exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations, as well as establish and maintain effective working relationships with Commissioners, other elected and appointed governmental officials, industry/business executives, city departments, professional and community groups, consultants, developers, employees and the public.

### **EXAMPLE OF DUTIES**

- Provides direct and indirect supervision of the Managing Directors and Capital Programs Executive, establishing goals and objectives, measuring performance, and ensuring an effective, customer-oriented service level is attained;
- Oversees the majority of the Port's full-time personnel and has oversight of the operating and capital budgets;
- Communicates the Port's mission, goals and objectives, as well as the policies and procedures to effect them; recommends proposed policies, rules, ordinances, or measures to the Executive Director;
- Provides executive oversight for the long-range strategic planning process, including the development and implementation of goals, strategies, and key performance indicators; oversees the performance standards of the Port by working with staff to establish and evaluate performance objectives for each division, bureau and the department overall; leads organizational assessments and operational optimization studies to evaluate and/or improve the effectiveness of management and operational practices on a continuous basis;
- Controls the operating performance of the Port by reviewing actual versus planned performance, while providing guidance to bureau directors, officers, department managers and employees of the Port;
- Ensures Port personnel coordinate their efforts to provide the best use of Port land, facilities, personnel and capital resources; ensures all laws and ordinances the Port are duly enforced and that all franchise permits and privileges granted by the Port are observed;
- Develops and promotes regional, national, continental and international trade and attraction of tenants to the Port's facilities;
- Performs other duties as required



## **EDUCATION, KNOWLEDGE & EXPERIENCE**

Requirements for the position include:

### **Education:**

A Bachelor's degree from a four-year college or university.

A MBA/MPA or other equivalent master's degree is highly desirable.

A valid California driver's license to perform work-related duties, including driving to meetings and work-related events.

### **Experience:**

Ten years of progressively responsible experience in an executive level capacity, preferably working for a public enterprise entity comparable to the complexity and size of operations found at the Port of Long Beach.

An outstanding strategic planning background, extensive financial management expertise, and be comfortable in researching, seeking out and developing new business and cost containment programs is highly desirable.

Strong entrepreneurial background with considerable marketing and sales experience would be beneficial, as would specific knowledge of railroad, trucking, domestic and international shipping laws and regulations is highly desirable.

Experience overseeing operating and capital budgets.

Marine or transportation experience is desired.

Successful experience working in complex jurisdictional or political settings with other governmental, business, economic development and environmental groups is desired.

Specific experience working with business interests from the Pacific Rim and other international markets is desired.

Background in operations, engineering or finance with a maritime organization.

A history of developing and fostering effective partnerships.

A history of managing and successfully working with people from diverse backgrounds and areas of technical expertise.

### **Professional Knowledge and Characteristics:**

The candidate selected will also possess the following professional attributes and strengths:

Results-oriented

Dedicated to progressive change

Extremely ethical

Diplomatic and confident

Outgoing and proactive

Strategic thinker

### **COMPENSATION & BENEFITS**

Compensation commensurate with qualifications, professional experience and position description. An attractive package of executive level benefits is also included, with the opportunity of working in one of the most diverse and dynamic areas of the United States. The Port's generous benefits package includes:

*Auto allowance:* \$450 per month

*Deferred Compensation:* several plans available

*Retirement:* CalPERS 2% @ 62, coordinated with social security (with a 6.5% payroll contribution)

*Group Health Insurance:* medical (an HMO and a PPO) and dental options (two plans to choose from) available for employee and dependents

*Life Insurance:* City-paid life insurance policy of \$20,000 plus executive insurance benefit equal to three times annual salary up to a maximum of \$500,000

*Disability Insurance:* City-paid short- and long-term disability insurance

*Vacation:* 12 days after one year of service; maximum of 20 days after 19.5 years of service

*Sick Leave:* 8 hours per month

*Executive Leave:* 40 hours per year

*Holidays:* 9 designated holidays per calendar year, plus 4 personal holidays

*Bereavement Leave:* 3 days for death or critical illness of immediate family member plus 3 days of accrued sick leave

*Annual Physical:* provided by the City



## **APPLICATION & RECRUITMENT SCHEDULE**

The final filing date for this recruitment is **Thursday, January 18, 2018 @ 4:30 PM**. The Port reserves the right to **extend the closing date without notice** in order to accept additional applications.

To be considered for this extraordinary opportunity, submit a cover letter and a resume that reflects scope of current/most recent organization and responsibilities via mail to:

**Stacey Lewis, Director of Human Resources**  
**Port of Long Beach**  
**4801 Airport Plaza Drive**  
**Long Beach, California 90815**

Or via email: [humanresources@polb.com](mailto:humanresources@polb.com). You must indicate **ASSISTANT EXECUTIVE DIRECTOR** in the subject line. Incomplete application packets or those that clearly do not meet the minimum requirements will not be considered.

Application packets will be evaluated to determine the most qualified applicants. Those individuals determined to be best suited for the position will be invited to participate in the selection process, with an appointment anticipated shortly thereafter.

This information is available in an alternative format by request to the Human Resources Division at (562) 283-7500. If you require an accommodation because of a disability in order to participate in any phase of the application/selection process, please submit your request in writing when submitting your application or call the number above.

*The Port of Long Beach is an Equal Opportunity Employer.*

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## **THE PORT**

The Port of Long Beach is one of the world's busiest seaports and is a leading gateway for international trade. Founded in 1911, it has grown to 3,200 acres and moves \$180 billion in trade each year. The Port of Long Beach is the second busiest container port in North America. East Asian trade accounts for more than 90 percent of Long Beach shipments with the top trading partners being China, South Korea, Japan, Hong Kong and Taiwan. The Port of Long Beach is the City of Long Beach's Harbor Department and is governed by the Long Beach Board of Harbor Commissioners. The Port's Executive Director is appointed by the Board and is responsible for overall Port activities. With over 500 employees and annual operating revenues of nearly \$375 million, the Port of Long Beach is a landlord port that leases and acquires property for port development. The Board of Harbor Commissioners leases port shipping terminals and other facilities to private entities, and revenues are reinvested in new facilities and port-related improvements.

In 2005, the Board of Harbor Commissioners adopted a Green Port Policy that has positioned the Port as the leader in the area of environmental stewardship. To learn more about the Port, go to [www.polb.com](http://www.polb.com).

## **THE COMMUNITY**

Majestically located on the Pacific Ocean between Los Angeles and Orange County, the City of Long Beach, California is often described as a series of strong, diverse, interwoven smaller communities within a large city. Enjoying an ideal southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, the annual Toyota Grand Prix of Long Beach, the Long Beach Sea Festival, and a wide variety of other attractions serve to draw over six million visitors each year. The city is also home to California State University, Long Beach, ranked one of the best value public colleges in the nation, and Long Beach City College, one of the largest community colleges in California.

While offering all the amenities of a large metropolis, Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its size. Long Beach is the seventh largest city in California and celebrates its vibrant diversity. A superb climate, quality schools, vibrant downtown and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.