



Port of
LONG BEACH
The Green Port



ASSISTANT DIRECTOR, COMMUNICATIONS & COMMUNITY RELATIONS

Annual Salary Range: \$140,000 - \$150,000

COMMUNICATIONS & COMMUNITY RELATIONS DIVISION

The Communications and Community Relations Division is responsible for overseeing all aspects of the Port's internal and external communications. Specifically, the Division is responsible for building awareness and understanding of Port operations within the international maritime industry, local and regional communities, and the Port's stakeholders. The Division also provides strategic communications services and media relations for the Port. With an annual operating budget of over \$7 million and a staff of 20 professional and clerical budgeted positions, the Communications and Community Relations Division plays a key role in promoting the Port's well established brand.

POSITION PROFILE

The Assistant Director of Communications and Community Relations assists the Director of Communications and Community Relations with strategic planning, initiative development and implementation, and the supervision of the Communications and Community Relations staff. The successful candidate will assist the Director of Communications and Community Relations in providing leadership and direction for the division which provides all communication, marketing, media and community relations, and education outreach services for the Port of Long Beach.

CANDIDATE PROFILE

The preferred candidate for this position should be an exceptional leader within the Communications and Community Relations field who has successfully managed public-sector projects and is capable of organizing and directing the services and functions of the Communications and Community Relations Division. The Assistant Director is expected to have strong leadership, an effective management style, and must be a collaborative problem solver. S/he must be committed to the development of a strong client/customer service ethic, responsive to organizational needs, and be flexible, creative, innovative and forward thinking. S/he must be politically savvy and have excellent public speaking and presentation skills.

The position requires an individual who can work effectively with Port stakeholders, including the Board of Harbor Commissioners, senior management, Port staff, tenants, and the community to achieve desired results. S/he must have the ability to develop and inspire successful teams of professional staff members from diverse backgrounds. S/he must be able to work collaboratively to achieve desired results and convey superior professional standards and unyielding integrity. S/he must be comfortable working in a deadline-driven and demanding environment.

EXAMPLES OF DUTIES

- Provides direct and indirect supervision under the leadership of the Director of Communications of: assigned communications staff, establishing goals and objectives, measuring performance, and ensuring an effective, customer-oriented service level is attained.
- Oversees branding, communications, media relations and community relations initiatives to promote the Port of Long Beach and its activities.
- Executes and maintains a comprehensive community and educational outreach program.
- May represent the Port at public events, activities and meetings.
- Collaborates and creates various promotional strategies for the advancement of Port objectives.
- Trains and mentors staff; provides leadership with respect to career development.
- Collaborates with the Director in planning, supervising and allocating resources.
- Collaborates with the Director in developing and monitoring the Division's annual budget; makes prudent recommendations to the Director regarding budget in order to control costs.
- May interact with elected and appointed officials, community and industry leaders.



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- Fosters a culture of performance, customer service and accountability.

EDUCATION, KNOWLEDGE & EXPERIENCE

Requirements for the position include:

Education:

- Bachelor's Degree in Journalism, Communications, Public Relations or closely related field is required.
- Master's Degree in above fields is desirable.

Experience:

- Seven to ten years of progressively responsible communication management, experience supervising staff dealing with media relations is required.
- Minimum five years of supervisory experience is a must.
- Strong leadership background, with experience as a number two or three management professional in a complex, similarly situated organization with comparable challenges and structure is expected.
- A proven record of managing and successfully working with people from diverse backgrounds and areas of technical expertise is required.
- Must have a history of sustaining effective partnerships and problem-solving, as well as creating effective working relationships across functional lines is expected.
- Must be an exceptional public speaker with excellent writing skills to be able to represent the Port in public/private forums.

- Demonstrated leadership skills that include maturity and vision, and the ability to articulate the organization's vision and mission to others.
- Effectively manage numerous diverse projects and priorities simultaneously while performing hands on work.
- A valid California driver's license will be required. To accommodate a disability, an alternative method of transportation may be utilized to carry out essential job-related functions.

Professional Characteristics:

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

- Results oriented
- Collegial
- Creative
- Customer focused
- Creates and maintains effective partnerships
- Highly organized
- Effective communicator
- Exercises sound independent judgement
- Strategic thinker
- Exercises tact and diplomacy
- Able to work under pressure and meet tight deadlines.

COMPENSATION & BENEFITS

The Port of Long Beach has established an annual salary range of \$140,000 - \$150,000. Placement is based on qualifications. 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:

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

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Current classic CalPERS members may qualify for a different formula.

- **Auto allowance** – \$350 per month upon approval
- **Deferred Compensation** – ICMA plan available
- **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 **Friday, July 26, 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 opportunity, please apply with a **cover letter** and a **resume** (as PDF attachments) reflecting scope of current/most recent organization and responsibilities. [Click Here to Apply](#). 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.

Relocation is not available for this position.

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



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leader in the area of environmental stewardship. To learn more about the Port, go to 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, , 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.