

**Executive Director
OXNARD HARBOR DISTRICT
PORT OF HUENEME**

The **Oxnard Harbor District**, an independent special district, organized under the California Harbors and Navigation Code § 6000 et. al., owns and manages the commercial **Port of Hueneme**.

The Port of Hueneme is one of eleven commercial deepwater ports in California. It consists of approximately 120 acres of marine terminal assets and 15 acres of industrial zoned property in close proximity to the Port. The Port of Hueneme specializes in the handling of automobiles and palletized fresh fruit. In its current Fiscal Year (July 1st to June 30), the Port of Hueneme handled in excess of one million tons of cargo and generated over ten million dollars in operating revenues. The Oxnard Harbor District has a staff of approximately 25 employees and is governed by a five (5) member elected Board of Harbor Commissioners.

The Oxnard Harbor District shares the Hueneme Harbor with the U.S. Navy. In 2002, the District and the Department of Navy entered into a thirty (30) year agreement for Joint Use of Government-Owned Facilities at Naval Base Ventura County, Port Hueneme, to provide the District with greater marine terminal capabilities.

Over the past ten years, the District has made significant investments in transportation facilities to support the Port of Hueneme, as a transportation asset critical to the economy of Ventura County and vital to our national defense. The District is the sole member of Ventura County Railway Company LLC, a California limited liability company and the District's Executive Director is the manager of the LLC. Ventura County Railway Company owns a shortline railroad that it leases to an operator.

Under direction of the Board of Harbor Commissioners, the Executive Director is responsible for the overall management and direction of all District affairs, administration, operations, engineering, trade development, property development and government and public relations. The Executive Director must possess skills and abilities to build and maintain positive relationships with District stakeholders (e.g. U.S. Navy, city officials, county officials, customers and residents of the District).

For more information, please visit the website at www.portofhueneme.org.

Responsibilities will include:

- ❖ Act as the Chief Executive Officer for the Oxnard Harbor District under the direction of the Board of Harbor Commissioners.
 - Carry out policy directives of the Board.
 - Provide leadership and coordination in the formulation of policies and strategies relating to administration and operational activities.
 - Prepare administrative policies for the District and recommendations and actions at regular and special meetings of the Board of Harbor Commissioners.
 - Administer the District's contracting services (e.g. engineering, legal and insurance services).
 - Coordinating Board Committee meetings and develop Board meeting agendas.
 - Assure compliance with established policies and procedures; and perform other duties as directed by the Board.

- ❖ Direct the District's financial resources and assets.
 - Supervise the administration of fiscal and accounting affairs and the overall development of the annual budget and labor relations.

- Negotiate leases and develop agreements with prospective tenants and Port users.
 - Develop public and private financial capabilities for the District's operations and capital outlay program.
 - Oversee the development and compilation of data for grant applications.
- ❖ Manage the business of the District and promote the maritime and commercial interest of the District.
- Develop short-range and long-range plans; directing the implementation of Port operations, business development and the solicitation of additional business.
 - Direct the implementation of a community and customer relations program.
 - Obtain and maintain membership in professional and trade associations and participate on boards and committees.
 - Build and maintain a positive relationship with key District stakeholders.
- ❖ Formulate and direct the development and execution of legislative programs at the local, regional, state and federal levels of government.
- ❖ Implement and maintain a District environmental program consistent with Federal, State and local laws and regulations.
- Ensure compliance with the California Environmental Quality Act and regulations established by California agencies.
 - Develop "environmental best practices" for the District operations.

Qualified applicants must possess at least ten (10) years experience in the administration and operation of a port or harbor engaged in ocean freight transportation or other private or public management positions that demonstrate a record of achievement at an executive level in the management of diverse business; proven leadership skills and the ability to create an environment that fosters visionary thinking; maintaining a cohesive administrative infrastructure; strategic development; extensive knowledge of trends and issues relevant to maritime transportation; strong verbal and written communication skills; the ability to communicate effectively with a diverse range of people; demonstrated ability to promote a work environment that empowers, motivates and develops the diverse talents of people and assures an optimal level of skilled employees

Compensation: The Oxnard Harbor District offers competitive compensation and a comprehensive employment benefits package. Salary is commensurate with qualifications and experience. The District is a contracting agency with the California Public Employees Retirement System.

Applications: Letters of Interest, Resumes and Salary Histories must be received by the District no later than 4:00 p.m., August 15, 2011. All information will be maintained in confidentiality and can be mailed to:

**Oxnard Harbor District
Executive Director Recruitment
c/o Nelson Comis Kahn & Sepulveda
300 Esplanade Drive, Suite 1170
Oxnard, California 93036-0238**

Contact Person: Mr. Anson Whitfield, Legal Counsel, 805-604-4100

The Oxnard Harbor District is an Equal Opportunity Employer and encourages applications from all qualified individuals.