



Oxnard Harbor District

JOB TITLE:	PUBLIC RELATIONS SPECIALIST
JOB CLASS / DEPT:	MANAGEMENT / ADMINISTRATION
SALARY RANGE:	TBD
POSITION REPORTS TO:	CHIEF COMMERCIAL OFFICER

JOB DESCRIPTION:

Under general supervision of the Chief Commercial Officer, the Public Relations Specialist acts as liaison between the Oxnard Harbor District and the Public. The Public Relations Specialist establishes and maintains effective, cooperative relationships with the community, government officials and their representatives, news media, customers, stakeholder organizations and other groups.

ESSENTIAL JOB FUNCTIONS:

(Duties and responsibilities include, but are not limited to, the following)

Responsibilities:

1. Planning, developing and implementing PR and Community Relations strategies;
2. Fostering community relations through events such as MAST and Global Logistics Class and through involvement in community initiatives, port tours, attending trade shows, community events;
3. Assist in teaching the Global Logistics Class at the Port of Hueneme and work with port partners who participate in the class for local High School Students
4. Communicating with colleagues and key spokespeople;

5. Liaising with, and answering enquiries from media, individuals and other organizations, often via telephone and email;
6. Organizing events including press conferences, exhibitions, open days and press tours;
7. Sourcing and managing speaking and sponsorship opportunities;
8. Coordinate the Port's legislative priorities at the local, regional, state and federal levels of government.
9. Lead and manage the daily workflow and strategize with executive staff to drive and achieve legislative priorities, to anticipate emerging issues, and to leverage opportunities to advance the Port's 2020 Strategic Plan Goals. Collaborates with the Port Commission, CEO, and Executive Staff to identify legislative priorities, emerging issues and proactive policy objectives and develops/executes strategies to advance the Port's Strategic Plan agenda.
10. Work with staff to instill and maintain a highly proactive posture in seeking out political opportunities to elevate the Port's political reputation, relevance and effectiveness. May serve as the lead staff person for specific issues, projects or with certain legislative entities.
11. Utilize clear understanding of the Port Commission's public policy priorities and create impactful opportunities for Port Commissioners to leverage their unique expertise and position to advance the Port's Goals
12. Regularly confer with the Port's Executive Leadership Team to understand and identify opportunities for advancing the Port's business interests (maritime, economic development) through multiple forms of governmental engagement including: legislative advocacy, working with governmental agencies and departments, addressing regulatory matters, pursuing funding opportunities, etc.
13. Lead the Port's partnerships with special interest groups, stakeholder organizations, and other influential civic leaders to advance the Port's interests.
14. Collaborate with other Ports (through CAPA, AAPA) as needed in advancing collective legislative priorities.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge and understanding of the functions and processes of all levels of government to include but not limited to Congress, Executive branch and other federal, state, regional and local governments and agencies. Demonstrated experience in policy development and thorough understanding of dynamic political factors that can influence and determine the outcome of important legislation. Thorough understanding

of the Port's business enterprises and operations and the unique role of ports to state economy. Demonstrated understanding in the process of how legislation is drafted, amended and passed; and how to read and understand complex legislative initiatives and port issues quickly and accurately.

- Strong interpersonal, political savvy, critical thinking, relationship and consensus building skills. Demonstrated skill in effective communication, both verbal and written. Strong time management, communications, decision making, presentation and organizational skills.
- Ability to maintain effective relationships with key elected officials and staff, industry advocates and other key stakeholders to advocate for Port initiatives. Ability to work with people of all perspectives in a collaborative manner, ability to build trusting relationships.

QUALIFICATIONS:

Combination of education and experience demonstrative knowledge, skills and abilities equivalent to:

- Bachelor's degree in Communications, Public Administration, Political Science, Economics, Business or a related field; and
- Five (5) years of progressive experience working in a variety of levels of public sector/government (Federal, State, and/or Local agencies) or private sector.
- Experience managing projects and multiple coinciding projects and issues.
- Experience managing challenging issues and working directly with elected officials in the process.

Special Requirements:

- A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.
- Must be able to successfully obtain a Transportation Workers Identification Card, (TWIC Card).

The Port of Hueneme is an Equal Opportunity Employer, Affirmative Action Employer and is committed to diversity in the workplace. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

To apply, please visit: <http://www.portofhueneme.org/employment-opportunities/>