



May 28, 2019

Dear Applicant,

The Ventura Port District, an equal opportunity employer, is advertising to fill the position of Business Operations Manager. The Business Operations Manager position is a member of the District's Administration Team.

If you are interested in this position, please return the attached application, with your résumé and three professional references by Friday, June 21, 2019 by 5:00PM by email to irauch@venturaharbor.com or by mail to Ventura Port District, 1603 Anchors Way Drive, Ventura, CA 93001. You may also submit a few supporting documents, such as certificates, letters of recommendations, etc.

All applications and materials will be reviewed to determine if a candidate meets the minimum requirements for the position. As such, it is imperative that the application be completed in its entirety and that the candidate signs the application. Statements such as "see résumé" will result in disqualification.

The job application, résumé and all other written materials of those candidates that meet the minimum requirements will be reviewed. The most highly qualified candidates for this position as determined by the Ventura Port District will be invited to an initial interview to evaluate and compare participating candidates' knowledge, skills and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. If you are selected for an interview, we will contact you with the date and time.

The Ventura Port District strives to maintain a drug-free workplace. A pre-employment drug screening is required for this position. Candidates will also be subject to a background investigation prior to a tentative offer of employment. The Ventura Port District will also comply with any ADA requirements.

A job description for this position is attached. The salary range is \$8,006 - \$11,159 per month. Placement within the salary range may be dependent on factors such as experience, education, and training.

I wish you luck in the process and look forward to receiving your information.

Sincerely,

Brian D. Pendleton
General Manager

Attachments: Employment Application
Business Operations Manager Job Description

1603 Anchors Way Drive Ventura, CA 93001
Tel: (805) 642-8538 / Fax: (805) 658-2249
www.venturaharbor.com



APPLICATION FOR EMPLOYMENT

An Equal Opportunity / Affirmative Action Employer

If you need assistance in completing the employment application, please inquire at the Ventura Port District Office. Furthermore, the District conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodation (e.g. interpreter, TDD, scheduling adjustments) in the application process, please inform the Ventura Port District Office in writing when you submit your application.

The Ventura Port District does not discriminate against applicants on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, veteran status, genetic information or any other legally protected characteristic. Please direct any complaints about the application process to the Clerk of the Board.

| APPLICANT DATA | |
|---|-------|
| Full Name: | |
| Address: | |
| Phone: | Cell: |
| E-mail: | |
| Position Applying For: | |
| Date Available to Start: | |
| Salary Requirements: | |
| How were you referred to us? | |
| If you are under 18 years of age, can you provide a work permit? If no, please explain: | |
| Have you ever worked for this company? If yes, when? | |
| Are you legally allowed to work in the U.S.? | |
| Are you or your spouse related to any other employee of this organization? If yes, who? | |
| Type of employment desired: Full-Time Part-Time Temporary Seasonal | |

EDUCATION & TRAINING

| Schools Attended & Location | Major Field | Hours Completed/Degree Received |
|-----------------------------|-------------|---------------------------------|
| | | |
| | | |
| | | |
| | | |

SPECIAL SKILLS OR QUALIFICATIONS

Please indicate (X) your experience/skills/abilities in the following areas:

| Typing Speed: | Skills: | Clerical Experience: |
|---------------|------------------------|-------------------------------|
| below 40 wpm | Word | Receptionist |
| 40-49 wpm | Excel | Data Entry |
| 50-59 wpm | PowerPoint | Bookkeeping |
| 60-69 wpm | Publisher | Web Design/Website Management |
| above 70 wpm | Project | Filing |
| | Word | Purchasing |
| | Social Media: | Secretarial |
| | Internet: | Records Management |
| | Other Word Processing: | Cashier (electronic) |
| | Other Software: | Accounting |
| | Other: | Other: |

EMPLOYMENT EXPERIENCE

(Begin with the most recent position)

| | |
|---|------------|
| Dates of Employment: | Job Title: |
| Employer: | |
| Address: | |
| Phone: | |
| Supervisor: | |
| Responsibilities: | |
| Reason for Leaving? | |
| May we contact this employer for reference? | |

| | |
|---|------------|
| Dates of Employment: | Job Title: |
| Employer: | |
| Address: | |
| Phone: | |
| Supervisor: | |
| Responsibilities: | |
| Reason for Leaving? | |
| May we contact this employer for reference? | |

| | |
|---|------------|
| Dates of Employment: | Job Title: |
| Employer: | |
| Address: | |
| Phone: | |
| Supervisor: | |
| Responsibilities: | |
| Reason for Leaving? | |
| May we contact this employer for reference? | |

| | |
|---|------------|
| Dates of Employment: | Job Title: |
| Employer: | |
| Address: | |
| Phone: | |
| Supervisor: | |
| Responsibilities: | |
| Reason for Leaving? | |
| May we contact this employer for reference? | |

I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge. I authorize any former employer to release to this employer or its authorized representative any and all employment records and other information it may have about my employment. Also, I authorize this employer to make such investigations and inquiries of my personal, educational, financial and other related matters as may be necessary for an employment decision. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal document verifying my identify and eligibility for employment. I hereby release employers, schools or individuals from all liability when responding to inquires in connection with my application.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of wages and salary, be terminated at any time, and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge.

I also understand that only written representations and promises of this employer will be enforceable.

Signature of Applicant: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

| | |
|-----------------|-----------------|
| Interview Date: | Interviewed By: |
| Notes: | |
| Ranking: | |

JOB TITLE: Business Operations Manager

REPORTS TO: General Manager

FLSA: Salaried—Exempt

JOB SCOPE:

Under administrative direction of the General Manager, the Business Operations Manager plans, organizes, manages and provides leadership to staff in business development, general staff supervision and risk management. Operates with substantial latitude and discretion to develop, implement, and monitor long-term plans, goals, and objectives focused on achieving the District's mission and Board established goals and priorities. Provide highly complex administrative support to the General Manager. Act for and on behalf of the General Manager in his/her absence; represents the District to the business community and works with other public agencies.

THE IDEAL CANDIDATE

- Leads by example with uncompromising integrity and reliability.
- Possesses a proven track record of successful general business operations.
- Has a broad knowledge of real estate and economic development.
- Works collaboratively and cooperatively with District Departments and the business community.
- Is highly organized, decisive and innovative, with a strong commitment to the values of community participation, sustainability, and cost efficiency.
- Has excellent communication, interpersonal and customer service skills.
- Is a skilled facilitator with proven experience working collaboratively with private businesses, community groups and developers.
- Has a broad knowledge of finance practices and risk management.
- Has experience researching and writing grants.
- Possesses excellent follow-up skills.

MAJOR JOB DUTIES AND RESPONSIBILITIES

Business Development

- Develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the District's mission and Board priorities.
 - Directs, prepares, and oversees the preparation of a wide variety of reports, analyses, recommendations, and presentations for the Board of Port Commissioners, District management, and outside agencies.
 - Analyzes financial trends for the purpose of evaluating all District leases.
 - Ability to negotiate real estate leases, license agreements and assignment requirements.
 - Monitor ground lease requirements, interpret lease requirements, calculate rental rate adjustments and negotiate lease amendments.
 - Assist in evaluating proposed development projects and the Request for Proposal (RFP) process.
 - Assist with the financing of capital projects, and refunding of the District's Certificates of Participation.
 - Assist with the Administration of the California Environmental Quality Act (CEQA) requirements throughout the Harbor.
 - Assist with capital project management responsibilities, including coordination with architects, general contractors and staff.
-

- Assist in the preparation of annual and mid-year budgets and budget control activities in collaboration with the General Manager and staff.

Interdepartmental Coordination

- Collaborates with various department Managers as directed by the General Manager.
- Develops internal and external communication tools for sharing information and promoting business within the District.
- Provides high-level research, analysis, and recommendations to the General Manager, various Department Managers, and the Port Commission on matters relating to policy development, strategies, management planning, project management, and intergovernmental activities.
- Provides leadership to special projects or issues that are complex and/or sensitive and which require coordination between multiple departments or with outside agencies.
- Reviews administrative requests on behalf of the General Manager and assigns follow up to appropriate department managers; resolves routine and complex administrative inquiries, concerns.
- Provide ongoing status reports to the General Manager, Port Commission, Staff and stakeholders.

Staff Supervision

- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development.
- Provides leadership and works with managers to develop and retain highly competent, customer service-oriented staff through evaluation, training and day-to-day management practices that support the District’s mission and values.

Risk Management

- Develops and administers safety training programs. Monitors and ensures compliance with State and Federal regulations.
- Inspects or ensures inspections of District facilities and operations to detect existence of potential accidents and health hazards. Recommends and directs corrective or preventive measures to reduce risks. Advises departments on reduction and avoidance of future liability.
- Provides analysis, reports, and recommendations to the Port Commission, department managers and supervisors regarding risk management and insurance issues.
- Reviews and approves contracts and purchase documents to reduce risk exposure through hold harmless agreements, bonding, or insurance requirements.
- Knowledge of risk management program development, implementation, and evaluation; safe working behavior principles and practices.

ADDITIONAL JOB DUTIES

- Acts as the General Manager in his or her absence.
- Represents the District at civic functions including public speaking engagements as needed.

KNOWLEDGE OF:

- Theory, principles, practices and techniques of public and local government administration, applicable federal, state and local laws, codes and regulations; data collection, analysis and report writing techniques; management, financial and public policy issues; techniques of maintaining effective public/staff relations and practices of employee relations, management, supervision and training; encourage staff development and cooperative management practices including performance evaluations.

ABILITY TO:

- Foster a team environment among the various departments; develop and maintain positive public relations with emphasis on customer service; assist in providing effective leadership within the organization; participate in the development implementation and administration of District wide goals, objectives, policies, procedures, work standards and internal controls.
- Work effectively and cooperatively as a team with appointed Port Commissioners, elected officials, the private sector, community groups and Port District and City departments to further the economic vitality of the Ventura Harbor.
- Analyze business plans and financial proformas.
- Handle multiple issues/projects simultaneously.
- Market and promote the District based on defined objectives.
- Mediate, balance and facilitate different points of view to achieve established goals.
- Negotiate and administer contracts and agreements.
- Work independently with minimal supervision.
- Effectively review, supervise, train and evaluate performance of assigned staff.

LICENSES, CERTIFICATIONS, AND EDUCATION:

- Valid Class C driver's license.
- A combination of education, training and experience equivalent to a bachelor's degree in business or public administration, economics or a related field and five years of increasingly responsible professional/technical knowledge of complex principles, methods, standards and techniques associated with the scope of work of a recognized profession, including two years of supervisory experience, in the public or private sector are required.
- A high proficiency with Microsoft Office 2010 programs and Excel.
- A Master's degree in planning, business or public administration is preferred.

WORK ENVIRONMENT AND PHYSICAL DEMANDS OF THE JOB:

The person in this position works in indoor office conditions with some exposure to the outdoors; may drive a vehicle to different locations; attends evening meetings; works under pressure, in potentially stressful situations, and with media scrutiny.

Physical Abilities: Hearing and speaking sufficient to exchange information in person, at formal presentations, or on the telephone; sitting or standing for extended periods of time; uses hands to handle, feel or operate standard office equipment including personal computer; mental capability to read and interpret statistical data and documents, observe and interpret people and situations, perform highly detailed work on multiple concurrent tasks, work under intensive deadlines and with media scrutiny.

ESSENTIAL PHYSICAL REQUIREMENTS

- Sight as required by DMV licensing

This position description is not a contract, and it is not intended to show every detail of the duties and responsibilities of the job. It is provided only to supply a general idea of what the position entails. This position may require completion of a background investigation to the satisfaction of the Ventura Port District.