



Port of
LONG BEACH
The Green Port



ASSISTANT DIRECTOR, PROGRAM MANAGEMENT

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

THE PROGRAM MANAGEMENT DIVISION

The Program Management (PM) Division is located within the Engineering Services Bureau. The division is responsible for development and implementation of all policies, procedures, tools and techniques related to project delivery. PM develops and manages program/project scope, schedule, budget, risk and change during design. With an annual operating budget of approximately \$3.2 million and a staff comprised of professional and administrative positions, Program Management plays a key role in providing technical expertise on management of programs/projects throughout the entire project lifecycle.

THE POSITION PROFILE

Under general leadership from the Director of Program Management, the Assistant Director provides guidance and direction to the technical and administrative staff responsible for the Port's Capital Improvement Program. This leader is responsible for establishing and continuously improving the Port's project delivery processes, including project management and quality management systems.

CANDIDATE PROFILE

The preferred candidate for this position is a results-oriented leader with a demonstrated track record in Program Management. S/he must be a problem-solver, with a collaborative style of management.

The Assistant Director is expected to be a resilient individual with exceptional verbal and written communication skills who can work effectively with Port stakeholders, including the Board of Harbor Commissioners, senior management, tenants, customers, Port staff and the community. S/he must convey superior professional standards and unyielding integrity and be comfortable working in a deadline-driven and demanding environment.

EXAMPLE OF DUTIES

- Assists the Director with management of the division; represents the Director during absence or when otherwise required.
- Directs assigned division staff in their daily responsibilities; interviews and recommends employees for hire; trains, coaches and mentors staff; evaluates employee performance, prepares annual performance reviews and provides coaching for performance improvement; takes disciplinary action to address performance or other deficiencies.
- Directs multiple Capital Improvement Programs.
- Oversees the administration of consultant contracts.
- Manages the Program Management Office.
- Develops and administers Quality Assurance (QA) Program.
- Interacts with senior managers and directors to provide strategic and tactical advice on program/project planning and execution.
- Prepares agendas, Board memoranda and Bureau Notes; chairs meetings.
- Advises the Director on the Port's Capital Improvement Program project and assists with development of strategic plans for implementation.
- Reviews weekly and monthly status reports.
- Prepares and presents technical presentations to industry leaders at conferences, and non-technical presentations for the Board of Harbor Commissioners.
- Represents the Port and the PM Division at engineering professional functions.
- Oversees and prepares CIP project budgets and cash flow for assigned projects and the Division.
- Collaborates regularly with Port stakeholders, divisions, contractors, consultants, Port tenants and outside agencies.
- Performs other duties as assigned.



EDUCATION, KNOWLEDGE & EXPERIENCE

Requirements for the position include:

Education:

- Registration as a Professional Civil, Electrical, Mechanical, or Structural Engineer in the State of California.
- Bachelor's Degree in Engineering

Experience:

- Seven or more years of professional engineering experience, including two years as an engineering section leader and two years of experience working with port, harbor or related projects of similar scale and complexity. Qualifying experience must have been attained after successful graduation with a degree in Engineering Possession of the following professional certifications is desired: Project Management Professional (PMP), Certified Construction Manager (CCM), ICC Plans Examiner, and/or Leadership in Energy and Environmental Design (LEED).
- Experience in project management and/or technical design.
- Supervisory and construction management experience.
- Experience interviewing, training and mentoring staff.
- A history of creating effective working relationships across functional lines, diverse backgrounds and areas of expertise is expected.
- Proven ability to implement new programs or practices designed to enhance service and value.
- Must be a hands-on manager with strong technical knowledge and presentation skills.
- Prior Port or City experience is desired.

Technical Skills/Ability:

- Strong analytical skills with a solid customer service orientation.
- Ability to plan, direct, coordinate and review the work of subordinate personnel.
- Ability to review complex engineering designs, plans and specifications and review legal contracts.
- Strong manager of people with the ability to train staff in work procedures and techniques and provide for their professional development.
- Ability to operate a personal computer using standard or custom software applications including MS Office,

Primavera or MS Project, and Oracle Unifier, with the ability to learn new software.

- Possession of a valid California Driver's License.
- Ability to obtain and maintain a Transportation Worker Identification Credential (TWIC) during course of employment.

COMPENSATION & BENEFITS

The Port of Long Beach has established an annual salary range of \$140,000 - \$150,000. 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:* \$350 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 **Friday, September 15, 2017 @ 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, submit a cover letter, a resume that reflects scope of current/most recent organization and responsibilities, and current salary information via email to: humanresources@polb.com. You must indicate **ASSISTANT DIRECTOR, PROGRAM MANAGEMENT** 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 interviewed by the final selection panel, 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.

Relocation is not available for this position.

The Port of Long Beach is an Equal Opportunity Employer.

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.

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.