



DEPUTY CHIEF OF STAFF
(Assistant Executive Officer to the Board of Harbor Commissioners)
Annual Salary: \$125,000

THE BOARD OF HARBOR COMMISSIONERS

Under the Long Beach City Charter, the five-member Board of Harbor Commissioners is responsible for managing and setting policy for the Port of Long Beach (Harbor Department). The Commissioners are appointed by the Mayor, confirmed by the City Council, and are eligible to serve two six-year terms. The terms of the current Board are staggered and, except for a small meeting stipend, the positions are unpaid.

The role of the Commission, while always important, has become increasingly challenging and complex in recent years. The Commission has taken a leadership role among global seaports in setting the standard in environmental initiatives. These initiatives are designed to accommodate and promote responsible growth and forecasts show significant growth at the Port over the next several decades. The Commission also has a leadership role in seaport safety and security, an area that has become increasingly important in recent years. Consequently, the Commission is at the forefront of addressing policy issues of local, regional, and national significance. To this end, the Commission interacts regularly with other seaport leaders as well as leaders in business, government and community affairs.

On an administrative level, the Commission holds publicly noticed committee and board meetings. The Commission is the appointing authority for all positions in the Harbor Department and must approve all contracts in excess of \$200,000. To promote the Port's business and to provide outstanding service, Commissioners meet with customers both locally and overseas, lead trade missions, and participate in important port-related conferences.

THE POSITION

Under general leadership of the Chief of Staff (Executive Officer to the Board of Harbor Commissioners), the Deputy Chief of Staff supports the Chief of Staff in coordinating administrative and communication functions for the Board of Harbor Commissioners and managing the Commission office and staff.

THE IDEAL CANDIDATE

The Port of Long Beach has an outstanding international reputation and is highly regarded for its progressive and customer service-focused environment.

The ideal candidate will have strong interpersonal and organizational skills with working knowledge of Robert's Rules of Order, The Brown Act and other legal requirements on the conduct of public business, City Government processes and the role of boards/commissions in the governance of departments. The successful candidate will possess strong analytical and interpersonal skills, with a strong customer service orientation; a history of effective partnerships and problem solving; the ability to successfully balance multiple, equally important priorities; and the ability to work with an energetic and dedicated team.

PROFESSIONAL ATTRIBUTES

The professional attributes that best describe the new Deputy Chief of Staff include the following:

- Self-motivated; does not require extensive direction or guidance
- Ethical with a high level of integrity
- Dedicated to quality service and progressive change
- Results-oriented
- Diplomatic and confident
- Strong written, oral and interpersonal communications skills



EXAMPLE OF DUTIES

- Serves as the Deputy Chief of Staff for the five public officials that make up the Board of Harbor Commissioners and the Chief of Staff to the Board of Harbor Commissioners.
- Reviews Board Memoranda and supporting documentation to create the weekly Board Agenda; coordinates the Board Agenda process; works closely with City Attorney to ensure Board Minutes are accurate; attends Board Meetings to facilitate public access, record votes and actions and ensure Board meetings are conducted in compliance with the Brown Act.
- Conducts research and analysis as directed by the Chief of Staff and by the Board of Harbor Commissioners.
- Maintains all Board documents and records.
- Ensures that all necessary procedural steps and legal requirements are followed in the execution of the Board's directives. Oversees training and form requirements for the Board of Harbor Commissioners.
- Assists the President and Board of Harbor Commissioners concerning official procedures, precedents and established practices.
- May travel locally, nationally, and internationally with the Harbor Commissioners and keeps Commissioners well informed of the daily activities, attire and local customs.
- Performs other management duties as requested by the Board of Harbor Commissioners and/or the Chief of Staff to the Board.
- Functions as backup to attend staff and Board meetings for the Chief of Staff to the Board as needed.
- Performs other duties as required.

EDUCATION, KNOWLEDGE & EXPERIENCE

Requirements for the position include:

Education:

A Bachelor's degree in Business Administration, Public Administration, Political Science, Communications, Journalism, International Relations or Port Operations.

A Master's Degree in any of the above disciplines is highly desirable.

A valid California driver's license to perform work-related duties, including driving to meetings and work-related events.

Experience:

A minimum of five years of progressively responsible experience in the area of commission administration, legislative affairs, government relations, staff support or a related field.

Managerial experience, as well as experience working in a high profile, demanding environment similar to the complexity of the Port of Long Beach.

Strong negotiation skills, political savvy, excellent client/customer relations skills and exceptional public speaking and presentation skills.

A history of creating effective working relationships across functional lines is expected.

Successful experience working in complex jurisdictional or political settings with other governmental, business, economic development and environmental groups is desired.

A history of managing and successfully working with people from diverse backgrounds and areas of technical expertise.



COMPENSATION & BENEFITS

The annual salary for this position is \$125,000. 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 **Tuesday, April 10, 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, submit a cover letter detailing your interest in this position and a current resume that reflects the scope of your current/most recent organization and responsibilities via mail to:

*Stacey Lewis, Director of Human Resources
Port of Long Beach
4801 Airport Plaza Drive
Long Beach, California 90815*

or via email: humanresources@polb.com. You must indicate **DEPUTY CHIEF OF STAFF** 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 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 with your application packet or call the number above.



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.