

San Diego Unified Port District

Class Code: B922-UE17

CLASS SPECIFICATION
Assistant Manager, Advertising & Attractions

FLSA Status:	Exempt
EEOC Job Category:	Professionals
Classified:	No
Union Representation:	Unrepresented

GENERAL PURPOSE

Under general supervision, performs a variety of professional-level duties involved in the management/administration of the revenue-generating attractions and advertising business unit in accordance with federal, state and District codes, regulations and policies; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Assistant Manager is the entry-level professional class in the Attractions and Advertising business unit. Incumbents perform a range of assignments to ensure the District's advertising assets are managed, optimized and maintained to District standards. Incumbents are expected to gain knowledge in the out-of-home (OOH) media advertising industry, inclusive of latest trends towards digital advertising and how other municipalities are participating in this trend. Additionally incumbents are expected to stay current on use of mobile advertising and help develop strategies for the District to participate in the mobile advertising space. With regards to Attractions, the incumbent is expected to stay current on latest trends in the Attractions Industry, how specific Port Attractions may fit into the overall San Diego attraction market. The goal of this position is to help effectively leverage the 34 Million visitors that come to San Diego to generate supplemental attractions and advertising revenue to the District through application of District policies and sound programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel.

1. Provides research and assistance to more senior managers involved in developing, managing and monitoring various attractions and advertising programs; contributes to developing program/project plans and budgets; contributes to project compliance with applicable laws and regulations.
2. Participates in developing new attractions and advertising projects and opportunities; market analyses for various attractions and advertisement projects and locations; contributes to financial pro forma and other analyses; participates in the formulation of attractions and advertising concepts; analyzes opportunities and constraints for alternative scenarios and sites; provides assistance to multiple stakeholders; works with assigned team to pursue project goals; tracks and reports on project budgets.

- a. For attractions this would include but not be limited to analyses of various types of attraction opportunities
 - i. Large and small Brick and Mortar opportunities
 - ii. Large and small outdoor opportunities that would effectively use our 22 parks and piers. Development of a calendar of Revenue generating events.
 - iii. Digital opportunities including the development of mixed reality scenarios (Virtual, Augmented, etc.)
 - iv. Determination of a cohesive integrated set of attractions that “work together” as opposed to a set of “one off” ideas
- b. For advertising projects this would include but not be limited to analyses of various types of advertising opportunities
 - i. Small Format digital and static placed in strategically located areas to maximize sales relative to foot traffic
 - ii. Large Format digital and static placed in strategically located areas to maximize sales relative to auto and foot traffic
 - iii. Deployment of technology that gives the District real time insight into foot and auto traffic, thereby allowing the District to maximize revenue
- 3. Assists senior staff with contract negotiations and transactions; prepares requests for proposal; assists in preparation and administration of agreements or contracts; performs research related to rates, ratings, reach, and frequency models.
- 4. Assists in the analyses of the financial qualifications of prospective vendors; receives, investigates and contributes to the resolution of internal or public complaints; inspects and reviews sites for compliance with contracts or agreements, insurance requirements and other District policies; and oversees installations of advertisements.
- 5. Prepares reports and drafts attractions and advertising contracts or agreements; as directed, establishes and maintains a database of District attractions and advertising projects and locations.
- 6. Coordinates with and provides information/assistance to other District departments and outside agencies/organizations; responds to a variety of inquiries from internal and external sources.

QUALIFICATIONS

Knowledge of:

- 1. Basic principles, methods, practices and techniques involved in attractions and advertising business development; OOH media ratings, impressions, reach and frequency models; general advertising terminology, general attractions industry

terminology, management of advertising programs, and management of attractions businesses.

2. Basic concepts and techniques for determining the value of OOH media advertising, mobile advertising and related financial research and market analysis.
3. Basic principles and practices of public administration, including purchasing, contracting and maintenance of public records.
4. Principles and practices of sound business communication.
5. Computer capabilities applicable to functional responsibilities.

Ability to:

1. Coordinate program activities with multiple stakeholders to ensure agreement and beneficial outcomes for the District.
2. Apply sound problem-solving techniques to resolve routine issues.
3. Exercise tact, diplomacy, and good judgment within established guidelines.
4. Apply laws, regulations, ordinances and policies applicable to attractions and advertising projects and programs.
5. Prepare clear and accurate reports, research studies, feasibility analyses, financial pro forma, correspondence and other documents.
6. Prepare contracts, agreements and other attractions and advertising documents.
7. Communicate effectively orally and in writing to both internal and external stakeholders.
8. Maintain all required files, records and documentation. Collect, evaluate and interpret appropriate and applicable data.
9. Establish and maintain effective working relationships with those encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in public or business administration, finance, attractions, advertising or a closely related field and four (4) years of experience.

OR

Graduation from high school or G.E.D. equivalent, and eight (8) years of progressively responsible experience in advertising and/or attractions. Time served as a District Intern will count towards the years of experience.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and Driver License status on a periodic basis to the San Diego Unified Port District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitations in job duties if reasonable accommodations can be made.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: 2017 – x

Dated: June 20, 2017

San Diego Unified Port District

Class Code: B835-UE~~15~~17

CLASS SPECIFICATION

Community Relations Liaison Associate

FLSA Status: Exempt
 EEOC Job Category: Professionals
 Classified: No
 Union Representation: Unrepresented

GENERAL PURPOSE

Under direction, develops, maintains, and promotes effective community and intergovernmental relationships between the ~~Port of San Diego~~[District](#) and local, state and federal governmental agencies, elected and appointed officials, and business and community groups. [Plans, manages, oversees, coordinates and participates in various District workshops, events, Board Committees, Ad-hoc meetings, public outreach efforts and special meetings.](#) Researches federal and state legislation and regulations and local government and community activities; performs analysis and provides input and recommendations on a wide range of legislative and intergovernmental affairs issues that could impact District operations and policies; represents the District at intergovernmental and legislative forums and community [meetings and](#) events; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Community Relations Liaison Associate performs responsible and complex analysis, representation and advocacy as a team member in the District government and community relations programs and activities. An incumbent must exercise sound independent judgment and political acumen in implementation plans.

Community Relations Liaison Associate is distinguished from Legislative Policy Administrator in that an incumbent in the later class is responsible for planning, organizing and supervising the work of professional staff as well as analysis and advocacy on matters of significant impact on District programs, operations and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Represents the ~~Port~~[District](#) [during Board Committee and Ad-hoc meetings and in](#)~~in public forums and~~ social, trade and civic functions with elected officials, external agencies, and community, neighborhood and business organizations.
2. [Reviews, proofreads and edits department agenda items for Board meetings; maintains files for agenda materials; prepares, reviews, processes and tracks agenda sheets to ensure appropriate approvals and timely submission; provides information to department heads and managers on pending board matters, draft legislation, District projects and assignments and a variety of other matters; prepares documents to be presented to the Board of Port Commissioners.](#)

3. Incumbents in this classification may be assigned the following Customer Relations Management (CRM) call attendant duties and responsibilities: receive complaints, inquiries and service requests from the public; elicits information from callers and documents and evaluates complaints; inputs customer complaint, inquiries and service request information into the customer relations management system; receive workflow generated from CRM requiring possible action, research, distribution to appropriate department staff member, or further customer contact.
- ~~1.4.~~ Plans and coordinates special events; participates on special projects as assigned
- ~~2.5.~~ Attends meetings, seminars and forums of interest to keep informed of changing trends or legislative initiatives. Monitors publications and networks for relevant information pertaining to the PortDistrict's agendas. Reports significant information to Department.
6. Types and/or drafts board agenda materials, memoranda, correspondence, reports, agreements, presentations, overheads, forms and other documents from drafts, notes, dictation or brief oral instructions, using word processing software; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; sends and receives faxes; retrieves and responds to e-mail and notifies executive of urgent matters; follows-up on issues as needed; retrieves and responds to e-mails on the department/division website.
- ~~3.7.~~ Coordinates activities with representatives of other departments, outside agencies and organizations. Educates others of PortDistrict's position on legislative agendas and current issues.
8. Serves as liaison with departments in the executive's division, other divisions, the Board of Port Commissioners, staff and the general public; researches policies and procedures to provide accurate information.
- ~~4.9.~~ Assists in being actively responsive to public concerns.
- ~~5.10.~~ Maintains effective working relationships with local, state, and federal government officials (or staff) and regulatory agencies.
- ~~6.11.~~ Researches and compiles data regarding legislative policies issues to build common understanding of current challenges and opportunities and to ensure the PortDistrict's interests are represented during the legislative process.
- ~~7.12.~~ May Pprepare and administer the department budget.
- ~~8.13.~~ Assist in developing community outreach programs to build coalitions, include public input and outreach and ensure the District's leadership role as a major regional partner.

- ~~9.~~14. Create bulletins and other written correspondence designed to educate staff and public of issues and opportunities among the ~~Port~~District and member cities, key agencies or other stakeholders.
- ~~10.~~15. Attends meetings and monitors the initiatives and actions of various agencies involved in regional planning and economic development; with other staff, develops positions and white papers on legislative and policy issues; represents District positions in regional forums and with other federal, state and local governmental officials; prepares presentations and talking points for District board members and executives.
- ~~11.~~16. Reviews, tracks, analyzes and interprets proposed legislation on matters related to District programs, operations, policies, financing and other relevant issues; drafts staff reports and resolutions, legislative summaries, position papers, correspondence and testimony; proposes revisions to legislation consistent with District interests; recommends District positions on legislation and action to achieve desired legislative results.
- ~~12.~~17. Participates in the analysis of federal, state and local legislation policy matters with potential impact on District operations and development projects. Prepares analyses and proposes revisions consistent with the needs and interests of the District.
- ~~13.~~18. Attends and represents the District at hearings, meetings and other events during federal and state legislative sessions; testifies before legislative committees; represents the District in formal and informal interactions with legislators, legislative staff, administration officials and legislative consultants; proposes and writes legislative amendments and resolutions in response to legislative developments, sometimes under urgent and sensitive deadlines.
- ~~14.~~19. Assesses political positions and formulates suggested strategies for discussion with executive team members; prepares talking points on legislative bills for use by legislators, legislative consultants, the media and the public and drafts an action plan to implement.
- ~~15.~~20. Coordinates and interacts with other agencies and elected and appointed officials regarding laws, pending legislation, resolutions, agreements, policy initiatives and other matters of mutual interest; contributes to the overall effectiveness of District intergovernmental programs and activities; represents District interests in multiple forums.
- ~~16.~~21. Provides communications support to District executives and board members; organizes and prepares presentations; develops position statements; writes policy articles; assesses communication needs and relevant messages; develops communication strategies and plans.
- ~~17.~~22. Participates on professional and industry committees involved in legislative and intergovernmental affairs and public policy issues; attends meetings and conferences to stay abreast of proposed and anticipated legislative, community and stakeholder issues and intergovernmental affairs initiatives; plans and manages District events for elected officials and community leaders; participates and supports tours of ~~Port~~District facilities for elected officials and community leaders.

OTHER DUTIES~~_____~~ ~~N/A~~**QUALIFICATIONS****Knowledge of:**

1. Local, State and/or Federal legislative process, its steps and influence points.
- ~~4.2.~~ Requirements of the Brown Act and parliamentary procedure.
- ~~2.3.~~ Principles and methods of legislative analysis.
- ~~3.4.~~ Public agency programs, policies and operations and related legislative, intergovernmental affairs, community relations and public affairs issues and challenges.
- ~~4.5.~~ Federal, state and local laws, regulations and court decisions applicable to District or related programs, operations and policies.
- ~~5.6.~~ State and local legal requirements and guidelines governing the conduct of public meetings.
- ~~6.7.~~ Statistical/comparative analysis and research techniques.
- ~~7.8.~~ Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- ~~8.9.~~ Project planning and management methods and practices applicable to areas of assigned responsibility.

Ability to:

1. Analyze, interpret, explain and make recommendations on complex legislative, regulatory, community and intergovernmental public policy issues.
2. Apply writing style and presentation techniques appropriate for differing business, legislative and journalistic/public relations purposes.
3. Apply seasoned political acumen, reach sound independent conclusions and recommend appropriate courses of action within established policy guidelines to achieve District objectives.
4. Prepare clear, concise, accurate and complete analyses, reports, correspondence, records and other written materials.
5. Communicate clearly, concisely and persuasively, orally and in writing.
6. Testify authoritatively before public bodies and represent the District effectively with community groups and committees and with business, trade and professional organizations.
7. Exercise sound independent judgment and political acumen within general policy guidelines.

8. Exercise tact, diplomacy and discretion in dealing with highly sensitive, complex, confidential and controversial issues and situations.
9. Establish and maintain effective highly working relationships with District executives and managers, board members, federal, state and local elected and appointed officials, officials of other governmental agencies, professional and community organizations and committees, the media, the public and others encountered in the course of work.
10. Utilize applicable internet, technology, social media and publications to research legislation, regulations and public policy issues.
- ~~10.~~11. Operate a computer and standard business software, word processing, spreadsheet, presentation and database software such as SAP, Granicus, Snag-IT, Adobe Acrobat, Microsoft Office (Word, Excel, PowerPoint, Visio).

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in public or business administration, political science, public policy or a closely related field; and four years of progressively responsible experience in legislative analysis, community relations or intergovernmental affairs; or an equivalent combination of training and experience. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; 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.

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and Driver License status on a periodic basis to the San Diego Unified Port District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitation in job duties if reasonable can be made.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2014-130~~2017-x

Dated: ~~June 10, 2014~~June 20, 2017

San Diego Unified Port District

Class Code: B906-UE17

CLASS SPECIFICATION
Department Manager, Advertising & Attractions

FLSA Status: Exempt
 EEOC Job Category: Officials and Administrators
 Classified: No
 Union Representation: Unrepresented

GENERAL PURPOSE

Under general direction, manages the Port As A Service – Advertising & Attractions businesses to achieve revenue, expense and surplus targets, user experience objectives that are beneficial for the people of the The Port, and environmental objectives. Supervises the work of professional, technical and administrative staff; oversees multiple aspects of the District's Port As A Service – Advertising & Attractions portfolio including business development, administration of the District's tenant leases, management of tenant and District development projects, prepares and manages revenue and expense budgets & revised forecasts; manages contracts; acts as a substitute for the Director, Port As A Service when required; facilitates the resolution of issues between key internal and external stakeholders; monitors and ensures compliance with applicable laws and requirements of regulatory agencies and the District policies; represents the District; ensures integration with the District's other departments; acts as a liaison in high-level interactions; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Department Manager, Advertising & Attractions is a management level position working under the Director, Port As A Service. The incumbent is responsible for developing two new innovative businesses (Advertising & Attractions) at The Port from ground up, leading a departmental operating unit and implementing and executing departmental operational goals and objectives. Responsibilities require independent judgment on issues that are complex, interpretive, and evaluative in nature. Responsibilities and assignments require a thorough understanding of the following

Advertising Business

- Industry trends for OOH (Out of Home) advertising, digital and static, and the latest technologies
- Industry trends for mobile advertising
- Industry trends for best in class kiosk deployments inclusive of user experience trends
- Key advertising metrics such as CPM, revenue share
- The use of media agencies to sell advertising space
- Industry trends relative to municipalities selling advertising space
- Industry information regarding safety of digital advertising

- How advertising placements are regulated by various legal authorities (ie California Coastal Commission)

Attractions Business

- Trends within the tourism industry
- Knowledge of various categories of attractions (i.e. museums, heritage tourism, themed dining, music events, parks, etc.) inclusive of revenue/visitor and visitor/acre metrics by category
- How new attractions at The Port will fit into overall attractions market within San Diego market
- Use of latest technology to deliver superior user experiences within attractions
- “Personas of The Port” by planning district to ensure that new attractions are serving the target customer
- Deployment of “fail fast” learning approaches to quickly move from proto-typing to permanent execution (i.e. mobile “pop-up” executions)

Additionally knowledge of District and department policies, practices and procedures are important to the success of this position. The incumbent is assigned highly complex and specialized responsibilities requiring advanced professional-level knowledge of the goals, objectives, and technical requirements of the department and also requires an inclusive, cross-functional management approach to ensure success.

The Department Manager, Advertising & Attractions is distinguished from other management and supervisory classes in that the incumbent serves as a top manager of 2 new businesses that are essentially “start-up” in nature with no predefined roadmap to success. This requires flexibility, perseverance, innovative mindset, pivot mentality, and a fail fast and learn approach in development of the businesses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Develops business plans and board presentations for the 2 new businesses that clearly articulate:
 - Business Opportunity (Revenue, expense & surplus)
 - Industry size
 - Industry trends
 - Strategic plans to achieve the business opportunity
 - How the businesses fit within the Port Master Plan

2. Directs, plans, supervises and evaluates key strategic initiatives within the department; analyzes, implements and monitors work plans to achieve the department mission, goals and performance measures; monitors performance against the department's budget; administers the District's tenant leases; manages tenant and District development projects, and provides oversight of the District's project processing functions; and develops and implement plans, policies, systems and procedures applicable to operating unit responsibilities.
3. Directs, plans, and manages any RFP's (Request For Proposals) for new opportunities within the businesses. Works with Port As A Developer to ensure that RFP's will yield the highest response rate thereby increasing market competitive bidding situations.
4. Deploys new projects in a cross functional manner to ensure greatest level of success across the District.
5. Directs, analyzes, and evaluates the performance of department operating unit staff; establishes performance requirements for the department and staff and professional development targets; regularly monitors performance and provides coaching for performance improvement and development; prepares performance evaluations and reviews individual evaluations with staff; recommends merit increases and other rewards to recognize performance; recommends disciplinary action to address performance deficiencies, in accordance with the District's human resources policies and labor contract provisions.
6. Provides leadership, direction, and support to all levels of the department staff and works with department staff to develop and retain highly competent, service-oriented staff through selection, training, and day-to-day management that supports the District's and department's mission, objectives and service expectations; oversees and administers ongoing department training; provides leadership and participates in programs and activities that promote workplace diversity and a positive environment for employee relations.
7. Serves as a District representative and acts as a liaison in interactions with other industry and governmental agencies, tenants, District member cities, professional organizations, community groups and elected officials on departmental issues; plans, organizes, facilitates and manages planning activities with other governmental agencies; serves as District's representative on local, regional and national associations of interest to the District's mission; participates in meetings, conferences, conventions and other professional forums to keep abreast of regional/national real estate asset management and development trends and emerging strategies.
8. Plans, develops, analyzes, and conducts program outreach and promotional activities for departmental programs; develops or directs development of information, outreach, and educational materials; directs operating unit staff to plan, organize, and implement effective public relations goals and strategies; and oversees staff presentations to tenants and community, neighborhood, business and school groups.

9. Leads, develops, writes, analyzes, reviews and presents a variety of technical and professional reports, documents, correspondence and records related to complex real estate development and portfolio management programs; drafts correspondence to District tenants, other District departments, and state and federal regulatory agencies; drafts Board of District Commissioners agenda items and memos; and oversees maintenance of accurate and complete real estate records.
10. Develops and administers consultant contracts; negotiates; drafts contract language; awards or recommends awarding of contracts, selecting appropriate consultants; monitors and evaluates contract compliance, including contract invoices; assesses, identifies and facilitates complete resolution of District tenant lease and project review issues.
11. Researches and identifies potential sources for, secures and administers grant and loan funding from governmental agencies, foundations and other funding sources.
12. Manages all aspects of any tenant leases required for the 2 businesses inclusive of tenant relations; timely processing of rent adjustments, requests for encumbrances and assignments, and routine lease administration requests; processes and leads the negotiating and drafting of all documents for terms of five years and less; develops and recommends revisions and improvements to department lease portfolio administration guidelines and pertinent District policies and procedures including Board Policy No. 355 and 357; manages other District projects as needed; and administers the department budget including managing associated staff as needed.
13. Manages, directs and monitors development projects to ensure compliance with Board Policies including Board Policy No. 357, tenant lease requirements, and relevant federal, state and local laws, regulations, codes and District policies and procedures; identifies issues and resolves or facilitates appropriate resolution between the tenants and other District departments including the Environmental and Land Use Management Department; coordinates with other governmental agencies to facilitate and resolve permitting and jurisdictional issues; maintains an awareness of and incorporates training regarding asset management developments and best practices, including regulatory requirements for federal and state environmental laws, ADA requirements and District stormwater collection policies; develops and recommends revisions and improvements to department project approval guidelines and pertinent District policies and procedures including Board Policy No. 355 and 357; manages other District projects as needed; and administers the department budget including managing associated staff as needed.

OTHER DUTIES

1. Acts as Director Port As A Service in that individual's absence.

QUALIFICATIONS

Knowledge of:

1. Advanced program and project management methods, tools and techniques in the field of real estate development and strategic lease portfolio and asset management, including applicable financial and legal principles.
2. Principles and practices of real estate asset management.
3. Principles of negotiation.
4. Principles and practices of public administration, including budgeting, purchasing, contracting and maintenance of public records.
5. Concepts and techniques of real estate appraisal; research techniques.
6. Federal, state and local laws, regulations and court decisions applicable to asset management and the District's real estate programs/projects.
7. Principles and practices of sound business communication; real estate terminology.
8. Computer capabilities applicable to functional responsibilities.
9. Principles and practices of effective management and supervision.
10. District Personnel Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Analyze assigned project, program, administrative and operational issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Prepare and present complex and sensitive matters to the Board and the general public in a cogent, professional manner.
3. Define and communicate strategic asset management goals to all stakeholders clearly, succinctly and persuasively.
4. Plan, organize and complete projects efficiently in accordance with time, budget and quality requirements.
5. Prepare clear and concise project and asset management plans and documents, reports of work performed and other written materials.
6. Collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form.
7. Work cooperatively and consultatively as a major team leader to ensure agreement and consensus.
8. Negotiate expectations, facilitate open communication and mediate disputes among internal and external stakeholders.

9. Apply sound, creative problem-solving techniques to resolve difficult program issues and problems.
10. Understand and apply laws, regulations, ordinances and policies applicable to assigned real estate functions.
11. Manage, direct and evaluate the work of designated staff and contractors.
12. Communicate effectively orally and in writing.
13. Ensure the proper processing and maintenance of all required real estate leases, files, records and transaction documentation.
14. Exercise independent judgment and initiative within established guidelines.
15. Exercise tact and diplomacy in dealing with difficult and sensitive situations.
16. Establish and maintain effective working relationships with all levels of management, staff, governmental agency representatives, vendors, developers, tenants and others encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in public or business administration, real estate, law, finance or a closely related field; and five years of progressively responsible experience involving real estate development, asset management and/or commercial/industrial property leasing, at least two years of which were in a project or program management or supervisory capacity. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; 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.

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and Driver License status on a periodic basis to the San Diego Unified Port District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions

during employment may result in termination or limitation in job duties if reasonable can be made.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: 2017 – x

Dated: June 20, 2017

San Diego Unified Port District

Class Code: B208-UE~~16~~17

CLASS SPECIFICATION Deputy Port Auditor II

FLSA Status: Exempt
 EEOC Job Category: Professionals
 Classified: No
 Union Representation: Unrepresented

GENERAL PURPOSE

Under direction, plans and conducts a diverse range of financial, operational, compliance, tenant and vendor audits or special studies, including those that are highly complex and sensitive; compiles and analyzes findings and develops and presents audit reports and recommendations; leads, directs and reviews the work of other auditors or assigned staff on an audit team; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Deputy Port Auditor II is the senior-level professional class in the Deputy Port Auditor class series. An incumbent is responsible for planning, organizing and conducting highly complex and sensitive financial, operational, compliance, vendor and tenant audits to ensure effective internal controls, to safeguard the District's assets and interests and to enhance the understanding of risks and the importance of internal controls within the District. Incumbents must possess an advanced knowledge of: accounting and auditing standards and practices; federal, state and local laws; District policies, standards and procedures; District organization, functions, operations and policies and the ability to adeptly and thoroughly apply that knowledge when independently conducting the most complex and sensitive audits. Incumbents are expected to communicate effectively on behalf of the District with CPAs, attorneys, and tenant business owners and all levels of District management on audit plans, findings and recommendations, as well as special studies. Audits are performed in compliance with the Generally Accepted Government Auditing Standards and Institute of Internal Auditors International Professional Practices Framework.

Deputy Port Auditor II is distinguished from Deputy Port Auditor I in that an incumbent in the former class typically performs the most complex or sensitive audits requiring an advanced knowledge of applicable laws and District policies and procedures and provides work direction and work review, as necessary, to other auditors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Plans, organizes, schedules and conducts assigned financial, operational, compliance, tenant and vendor contractual audits or special studies; schedules and arranges audits; conducts audits by reviewing and analyzing transactions, documents, records, reports and

procedures and discussing relevant issues with appropriate sources to obtain additional information; prepares workpapers that summarize data pertinent to the assigned audit; analyzes and evaluates data and documentation; identifies professional internal control, accounting, non-compliance or other financial or operational issues and develops recommendations for resolution to District and tenant management; conducts legal or other appropriate research to formulate findings; prepares preliminary and final audit reports and exhibits; serves as District or department representative with all levels of District management, tenant business owners, CPAs and attorneys to discuss audit plans, issues, reports and recommendations, which may be sensitive or confidential; leads or participates in negotiations with vendors, contractors and tenants to obtain settlements on overbilling/underpayments identified in audits.

2. Provides leadership to auditors; mentors, coaches and trains new auditors; verifies that conclusions are objective and are based on adequate supporting evidence; identifies issues and directs and oversees resolution; ensures report language is clear, convincing, fair and concise, on team assignments, develops and organizes audit plan and assigns work to and monitors work performance of auditors; reviews auditors' work papers, identifies issues and offers recommendations for improvement.
3. Develops, reviews, evaluates, updates, generates and/or distributes specialized accounting records, reports and spreadsheets; compiles, calculates and analyzes highly technical data and information from a variety of sources; reviews, verifies and audits reports and supporting documentation, including authorizations, identifies discrepancies, resolves issues and/or notifies appropriate sources and ensures that issues are resolved; distributes reports to internal and external sources in a timely manner.
4. Assists in developing annual audit plan by identifying potential areas for audit.

OTHER DUTIES

1. Conducts research, develops findings and formulates recommendations in connection with special projects as assigned.
2. May conduct process improvement activities and functions; identifies, measures and classifies risk areas; facilitates and leads formal group sessions; documents existing processes and develops and recommends new processes.
3. May plan and facilitate control self-assessment (CSA) workshops.
4. May participate in organization effectiveness initiatives.
5. May serve as Assistant Port Auditor in that individual's absence.

QUALIFICATIONS

Knowledge of:

1. Institute of Internal Auditors Standards: International Professional Practices Framework (IPPF).

2. United States General Accounting Office: Generally Accepted Government Auditing Standards (GAGAS).
3. Accounting, financial and operational auditing principles, standards and practices, including-, GAAP, GAAS, GASB and FASB.
4. Financial and operational auditing principles, standards, procedures and practices.
5. Financial, administrative and management internal control systems.
6. Statistical sampling methods and quantitative and qualitative analysis.
7. Decision-making methodology.
8. Fraud prevention and detection methods and techniques.
9. Federal and state laws and regulations and District policies and procedures applicable to areas of responsibility.
10. Principles, practices, methods and techniques of financial analysis and forecasting.
11. Project management methods, techniques and tools.
12. Research methods and techniques.
13. Principles and practices of sound business communication.

Ability to:

1. Plan, organize and conduct sound, comprehensive financial, operational, tenant and vendor audits.
2. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
3. Analyze and interpret financial data and reach sound conclusions and recommendations in accordance with laws, regulations, rules, policies and professional audit standards.
4. Understand, interpret, explain and apply financial and audit information and results to interested parties.
5. Apply advanced fraud detection and investigation techniques.
6. Employ advanced contract audit methods.
7. Make presentations and represent the District effectively in meetings with all levels of District managers, tenants, CPAs, attorneys and vendors.
8. Communicate effectively orally and in writing.
9. Prepare clear, accurate and concise workpapers, records and reports.
10. Research laws, regulations, court decisions and other related information.

11. Maintain confidential information.
12. Provide work direction, training and guidance to others.
13. Use tact and diplomacy in dealing with sensitive and confidential issues that have multiple and conflicting agendas and positions.
14. Represent the department effectively on a variety of complex, sensitive and confidential issues.
15. Establish and maintain effective working relationships with those encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in accounting, finance, law, auditing, business management or a closely related field; possession of one (1) of the certifications listed below, and at least four years of progressively responsible public accounting or internal audit experience, or graduation from a four-year college or university with a major in accounting, finance, law, auditing, business management or a closely related field; and at least six years of progressively responsible public accounting or internal audit experience.

Two years of experience at the level of ~~Auditor~~[Deputy Port Auditor I](#) at the San Diego Unified Port District is preferred. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

Certified Internal Auditor and/or Certified Public Accountant is ~~preferred~~[required](#).

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.

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and Driver License status on a periodic basis to the San Diego Unified Port District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

[This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitation in job duties if reasonable can be made.](#)

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2016—94~~2017—x

Dated: ~~June 16, 2016~~June 20, 2017

San Diego Unified Port District

Class Code: A2064-UE17

CLASS SPECIFICATION
Director, Development Services

FLSA Status:	Exempt
EEOC Job Category:	Officials and Administrators
Classified:	No
Union Representation:	Unrepresented

GENERAL PURPOSE

Under general direction, supervises the work of professional, technical and administrative staff and oversees multiple aspects of the District's, short-range planning programs, District and tenant project review, business operations, budget administration, and contract management; directs and oversees analysis and recommendations regarding implementation of the Port's master plan; acts as a complement and substitute for the Assistant Vice President; directs and monitors environmental reviews of Port and tenant projects; facilitates the resolution of issues between key stakeholders; monitors and ensures compliance with applicable laws and requirements of regulatory agencies and the District policies; represents the District; and acts as a liaison in high-level interactions; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Director of Development Services is a management level position working under the Assistant Vice President, Real Estate Development. The incumbent is responsible for leading the Development Services department and implementing and executing departmental operational goals and objectives. Responsibilities require independent judgment on issues that are complex, interpretive, and evaluative in nature. Responsibilities and assignments require a thorough understanding of District and department policies, practices and procedures, and involve significant accountability and high-level decision making. The incumbent plans and formulates detailed division plans and budgets, directs and manages the development of annual work programs and objectives, and monitors and ensures compliance with all applicable laws and regulations. The incumbent is assigned highly complex and specialized responsibilities requiring advanced professional-level knowledge of the goals, objectives and technical requirements of short-range planning and District and tenant project review. Responsibilities are broad in scope, requiring strategic vision and thinking and allowing for a high degree of policy, program and administrative discretion, and are evaluated in terms of overall effectiveness of the department's plans, policies and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Directs, plans, supervises and evaluates key strategic initiatives of the Development Services department; analyzes, implements and monitors work plans to achieve the department mission, goals and performance measures; monitors performance against the

department's budget; leads business operations, short-range planning, regulatory compliance, and District and tenant project review for the District; develops and implement plans, policies, systems and procedures applicable to Development Services.

2. Directs, analyzes and evaluates the performance of department staff; establishes performance requirements for department staff and professional development targets; regularly monitors performance and provides coaching for performance improvement and development; prepares performance evaluations and reviews individual evaluations with staff; recommends merit increases and other rewards to recognize performance; recommends disciplinary action to address performance deficiencies, in accordance with the District's Personnel Rules and Regulations and labor contract provisions.
3. Provides leadership, direction and support with department staff to develop and retain highly competent, service-oriented staff through selection, training and day-to-day management that supports the District's and department's mission, objectives and service expectations; oversees and administers ongoing department training; provides leadership and participates in programs and activities that promote workplace diversity and a positive environment for employee relations.
4. Serves as a District representative and acts as a liaison in interactions with other industry and governmental agencies, tenants, District member cities, professional organizations, community groups and elected officials on departmental issues; plans, organizes, facilitates and manages planning activities with other governmental agencies; and serves as District's representative on local, regional and national associations of interest to the District's mission.
5. Plans, develops, analyzes, and conducts program outreach and promotional activities for departmental programs; develops or directs development of information, outreach and educational materials; directs department staff to plan, organize and implement effective public relations goals and strategies; oversees staff presentations to tenants and community, neighborhood, business and school groups; plans initiatives to encourage public participation in departmental programs.
6. Plans, implements and manages complex land use and environmental plans, projects and programs; plans, directs and oversees environmental reviews of District and tenant development projects; directs and monitors review activities to ensure projects' compliance with all relevant federal, state and local laws, regulations, codes and District policies and procedures.
7. Directs, oversees development of, develops, reviews and approves a variety of reports, documents and correspondence related to environmental and land use planning, such as technical reports, including findings and recommendations regarding projects, agenda sheets, exempt status and categorical determinations and environmental documentation for District and tenant projects, including negative declarations and mitigated negative declarations; oversees the compilation of land use and environmental data and reviews data to ensure accuracy and completeness; oversees or participates in reviewing and assessing and commenting on consultant and other pertinent reports and documents related to

development or environmental impact, such as historical surveys and traffic, geo-technical and biological studies; oversees or participates in developing presentation materials and presents projects and studies to the Board of Port Commissioners and other appropriate sources.

8. Provides expert professional assistance and guidance to District officials and managers on the District's master plan and economic and environmental planning; provides expertise and recommendations to the Board of Port Commissioners regarding planning issues; advises and counsels the District's officers and department heads concerning planning issues and multi-disciplinary information reports that include highly technical and specialized information and data related to areas such as land use, transportation, noise, air and water quality, economics, sociology and geology; meets with District division and department heads to coordinate planning activities.
9. Implements and oversees the District Master Plan with respect to short- range planning; plans and manages activities and processes to obtain approval of District Master Plan Amendments by the Board of District Commissioners and certification by the California Coastal Commission; manages and supervises the preparation of and develops analyses and makes recommendations regarding the District Master Plan and other related plans.
10. Directs and monitors reviews of District and tenant development projects to ensure compliance with California Environmental Quality Act, California Coastal Act (Coastal Act), and other relevant federal, state and local laws, regulations, codes and District policies and procedures; identifies issues and resolves or facilitates appropriate resolution; manages and oversees issuance of coastal development permits consistent with the Coastal Act, San Diego Unified Port Act and the District Master Plan.
11. Develops and administers consultant contracts; negotiates; drafts contract language; awards or recommends awarding of contracts, selecting appropriate consultants; monitors and evaluates contract compliance, including contract invoices; assesses, identifies and facilitates complete resolution of non-compliance issues.
12. Researches and identifies potential sources for, secures and administers grant and loan funding from governmental agencies, foundations and other funding sources.
13. Oversees and monitors the project review and approval of District and tenant development projects to ensure compliance with Board Policies including Board Policy No. 357, tenant lease requirements, and relevant federal, state and local laws, regulations, codes and District policies and procedures; identifies issues and resolves or facilitates appropriate resolution with project applicants; coordinates with other governmental agencies to facilitate and resolve permitting and jurisdictional issues; maintains an awareness of and incorporates training regarding asset management developments and best practices, including regulatory requirements for federal and state environmental laws, ADA requirements and District stormwater collection policies; develops and recommends revisions and improvements to department project approval guidelines and pertinent District policies and procedures including Board Policy No. 355 and 357; manages other District projects as needed; and administers the department budget including managing associated staff as needed.

OTHER DUTIES

1. May act as Assistant Vice President, Real Estate and Development Services in that individual's absence and as assigned.
2. Participates in regional, state and national industry and professional meetings and conferences to maintain a current understanding of trends and technology related to District operations, particularly in areas of assigned accountability.

QUALIFICATIONS

Knowledge of:

1. Advances principles, practices, concepts and techniques used in developing and executing public administration, budget and financial planning, contracting and maintenance of public records.
2. Theories, advanced principles, laws, practices and techniques related to land use, urban and environmental planning, environmental compliance, and business operations.
3. Expert advisor to the Assistant Vice President, Real Estate Development regarding department business practices, division functions and emerging trends and issues.
4. Advanced social, political and environmental issues influencing planning program/project development and implementation.
5. Advanced research methods and analysis techniques.
6. Advanced principles and practices of effective human resource management and supervision.
7. Principles and practices of effective business communications.
8. District Personnel Rules and Regulations, policies and labor contract provisions.
9. Principles and practices of strategic and long-term business planning.

Ability to:

1. Plan, organize, manage and direct a variety of complex work programs, financial functions and operations programs and activities.
2. Manage multiple projects and programs that implement the department work plan, vision and goals.
3. Analyze, evaluate and make sound recommendations on complex financial data and department operations.
4. Define complex issues, perform difficult and complex analysis and research, evaluate alternatives and develop sound conclusions and recommendations.

5. Understand and apply District, local, state, and federal policies, laws and regulations and court decisions applicable to areas of responsibility.
6. Apply creativity and flexibility in problem solving to complex and/or sensitive issues and problems.
7. Present proposals and recommendations clearly, logically and persuasively in public meetings.
8. Represent the District and department effectively on a variety of issues; negotiate effectively on behalf of the District.
9. Develop and implement appropriate procedures and controls. Prepare clear, concise and comprehensive projects, assignments, reports, correspondence, studies, policy and other written materials.
10. Exercise sound, expert independent judgment and political acumen within general policy guidelines.
11. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
12. Establish and maintain effective working relationships providing leadership and direction with all levels of District management, employees, the public, government officials, tenants, contractors, suppliers, businesses, agencies, labor unions and others.
13. Provides expertise, guidance and assistance to the Assistant Vice President, Real Estate Development; department staff; Executive Leadership Group; Board of District Commissioners; and others.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in land use planning, urban planning, environmental planning, or regional planning, law or a law-related degree, public or business administration, public policy, or a closely related field; and a minimum of eight years of progressively responsible experience involving implementation of related professional programs of similar complexity and scope in private or public agencies, at least three years of which were at a supervisory level. Experience in a public agency is preferred. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; 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.

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and Driver License status on a

periodic basis to the San Diego Unified Port District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitation in job duties if reasonable can be made.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: 2017 – x

Dated: June 20, 2017

San Diego Unified Port District

Class Code: A2063-UE17

CLASS SPECIFICATION
Director, Environmental Protection

FLSA Status:	Exempt
EEOC Job Category:	Officials and Administrators
Classified:	No
Union Representation:	Unrepresented

GENERAL PURPOSE

Under policy direction, plans, assigns, monitors, coordinates, evaluates and manages the activities of a multi-disciplinary staff engaged in a variety of environmental protection programs and work projects including: site assessment; hazardous waste remediation; stormwater management and watershed planning; water quality programs; pollution prevention, education and outreach; ensures programs integrate with aquaculture and blue technology, energy, environmental conservation, and planning; formulates and directs the implementation of complex plans and budgets; ensures District compliance with all applicable environmental laws and regulations; interacts with consultants and negotiates with key regulatory tenants and environmental stakeholders. Directs and monitors environmental reviews of District and tenant projects; provides expert professional assistance and guidance to District officials and managers on the District's environmental programs, master plan, economic development and business operations; acts as a complement and substitute for an Assistant Vice President; represents the District in high-level interactions with community, business and professional organizations; and performs related duties as assigned

DISTINGUISHING CHARACTERISTICS

Director, Environmental Protection is a department management class responsible for planning, assigning, monitoring, coordinating and evaluating the work of professional and technical staff in the Environmental Protection Department. Responsibilities and assignments require a thorough understanding of District and department policies, practices and procedures, and involve significant accountability and high-level decision making.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Leads, plans, organizes, controls, integrates and evaluates the work of the department; with subordinate managers and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve division and District mission, strategic and business plans, goals and performance measures; participates in development of and monitors performance against the department's and District's budget.

2. With other members of the management team, participates in the development of District's strategic plan and key strategic initiatives; develops and implements department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District-wide core values, guiding principles, goals and priorities.
3. Supervises, provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District's vision, mission, core values, guiding principles, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, directs, manages, coordinates, evaluates and oversees the department; coordinates programs and projects with other District staff and local officials; formulates and directs detailed program plans and budgets; develops and recommends environmental program policies and operating administrative procedures; oversees development of annual work programs and calendars; plans, organizes and implements department work activities to meet established land use and environmental program goals and objectives; analyzes alternative work methods and makes changes where appropriate; monitors and ensures program compliance with all applicable laws and regulations; oversees tracking of program expenditures.
5. Directs and reviews environmental field investigative and compliance work and special studies; plans and directs development of construction site environmental assessments and field investigations; directs environmental survey activities and efforts associated with pollution control and cleanup/mitigation; directs performance of District and tenant environmental compliance investigations; oversees, directs and participates in the compilation and analyses of data and findings, and develops and recommends courses of action.
6. Plans, implements and manages complex environmental plans, projects and programs; plans, directs and oversees environmental reviews of District and tenant development projects; directs and monitors review activities to ensure projects' compliance with all relevant federal, state and local laws, regulations, codes and District policies and procedures.
7. Ensures program activities are in compliance with regulatory requirements and are coordinated with pertinent outside agencies and environmental action groups; provides guidance to staff on appropriate levels of coordination; develops program partnerships with external agencies and organizations; directs the creation of formal agreements for multi-state agency efforts; directs and monitors review activities to ensure projects' compliance with all relevant federal, state and local laws, regulations, codes and District policies and procedures.

8. Directs, oversees development of, develops, reviews and approves a variety of reports, documents and correspondence related to environmental and land use planning, such as technical reports, including findings and recommendations regarding projects, agenda sheets, and environmental documentation for District and tenant projects; oversees the compilation of environmental data and reviews data to ensure accuracy and completeness; oversees or participates in reviewing and assessing and commenting on consultant and other pertinent reports and documents related to development or environmental impacts; oversees or participates in developing presentation materials and presents projects and studies to the Board of Port Commissioners and other appropriate sources.
9. Provides environmental expertise, consultation, information and technical assistance to other departments, tenants, agencies and the District Board; responds to a variety of environmental inquiries from representatives of different District divisions/departments or tenants and develops recommendations for addressing environmental issues; applies laws, regulations, rules, policies, processes and procedures related to areas of responsibility; responds to requests for information regarding program activities or requirements; represents the department and the District in meetings with internal and external agencies; oversees or participates in developing presentation materials and presents projects and studies to the Board of Port Commissioners and other appropriate sources.
10. Works with in-house staff to plan, organize and implement effective public and media relations goals and strategies for environmental issues; plans and directs initiatives to encourage public participation in environmental programs.
11. Develops and manages consultant contracts; oversees the work of consultants to ensure contract terms are met; approves consultant invoices.
12. Issues correspondence to other District departments and state and federal regulatory agencies; drafts Board agenda items; ensures the maintenance of accurate and complete environmental protection records.
13. Plans, implements and manages complex environmental plans, projects and programs; plans, directs and oversees environmental reviews of District and tenant development projects; directs and monitors review activities to ensure projects' compliance with all relevant federal, state and local laws, regulations, codes and District policies and procedures.
14. Develops and recommends revisions and improvements to department guidelines and pertinent District policies and procedures; keeps abreast of and incorporates training regarding national/international developments in environmental programs and policy.
15. Conveys and receives information regarding environmental protection issues; enhances District and public awareness of the District's growth, planning and environmental challenges and plans; addresses civic and business groups and other organizations regarding the District's long- and short-term planning initiatives; meets with community

representatives and plans, organizes and facilitates planning activities with citizen committees and commissions.

QUALIFICATIONS

Knowledge of:

1. Advanced project management methods, tools and techniques.
2. Principles, practices and methods of program, administrative and organizational analysis.
3. Principles and practices of organizational planning and management.
4. Principles and practices of public administration, including budgeting, purchasing, contracting and maintenance of public records.
5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
6. Principles and practices of sound business communication.
7. Computer capabilities applicable to functional responsibilities.
8. Principles and practices of effective management and supervision.
9. District human resources Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Plan, direct, manage, organize, review and evaluate the District's Environmental Protection Department.
2. Provide technical assistance and staff leadership on all aspects of the department's functions.
3. Analyze and make sound recommendations on complex management and administrative issues.
4. Understand and apply local, state and federal policy, law, regulation and court decisions, as well as District policies and procedures, applicable to areas of responsibility.
5. Define and communicate program goals to all stakeholders clearly, succinctly and persuasively.
6. Prepare clear and concise program plans and documents, reports of work performed and other written materials.
7. Represent the District effectively on a variety of complex issues.
8. Develop and implement appropriate department procedures and controls.
9. Negotiate effectively on behalf of the District.

10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Establish and maintain highly effective working relationships with those encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in land use planning, public administration, environmental science or a related field; and ten years of progressively responsible professional experience in land use or environmental programs and projects, at least four of which were in a management capacity.

Licenses; Certificates; 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.

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and Driver License status on a periodic basis to the San Diego Unified Port District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitation in job duties if reasonable can be made.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: 2017 – x

Dated: June 20, 2017

San Diego Unified Port District

Class Code: A2065-UE17

CLASS SPECIFICATION

Director, Planning

FLSA Status: Exempt
 EEOC Job Category: Officials and Administrators
 Classified: No
 Union Representation: Unrepresented

GENERAL PURPOSE

Under policy direction, plans, assigns, monitors, coordinates, evaluates and manages the activities of a multi-disciplinary staff engaged in a variety of long-range and master planning programs and work projects. Formulates and directs the implementation of complex plans and budgets; ensures District compliance with all applicable planning and environmental laws and regulations; interacts with consultants and negotiates with key regulatory agencies and stakeholders on planning matters. Directs and oversees land and water planning for economic redevelopment, maintenance, analysis and recommendations regarding the District's master plan and other related plans; Provides expert professional assistance and guidance to District officials and managers on the District's master plan, economic development and business operations; acts as a complement and substitute for an Assistant Vice President; represents the District in high-level interactions with community, business and professional organizations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Director, Planning is a department management class responsible for planning, assigning, monitoring, coordinating and evaluating the work of professional and technical staff in the Planning Department. Responsibilities and assignments require a thorough understanding of District and department policies, practices and procedures, and involve significant accountability and high-level decision making.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Leads, plans, organizes, controls, integrates and evaluates the work of the department; with subordinate managers and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve division and District mission, strategic and business plans, goals and performance measures; participates in development of and monitors performance against the department's and District's budget.
2. With other members of the management team, participates in the development of District's strategic plan and key strategic initiatives; develops and implements department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District-wide core values, guiding principles, goals and priorities.

3. Supervises, provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District's vision, mission, core values, guiding principles, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, directs, manages, coordinates, evaluates and oversees the department; coordinates programs and projects with other District staff and local officials; formulates and directs detailed program plans and budgets; develops and recommends planning program policies and operating administrative procedures; oversees development of annual work programs and calendars; plans, organizes and implements department work activities to meet established land use and environmental program goals and objectives; analyzes alternative work methods and makes changes where appropriate; monitors and ensures program compliance with all applicable laws and regulations; oversees tracking of program expenditures.
5. Directs and manages the administration of the District's master plan and other related long- and short-range plans; directs, oversees the preparation of and develops analyses and recommendations regarding the District's Master Plan and other applicable plans; develops or oversees the development of, recommends and directs execution of subsidiary programs or appropriate amendments and revisions to enhance plan implementation.
6. Plans, implements and manages complex land use and environmental plans, projects and programs; plans, directs and oversees environmental reviews of District initiated development plans; directs and monitors review activities to ensure projects' compliance with all relevant federal, state and local laws, regulations, codes and District policies and procedures.
7. Ensures program activities are in compliance with regulatory requirements and are coordinated with pertinent outside agencies and environmental action groups; provides guidance to staff on appropriate levels of coordination; develops program partnerships with external agencies and organizations; directs the creation of formal agreements for multi-state agency efforts; directs and monitors review activities to ensure projects' compliance with all relevant federal, state and local laws, regulations, codes and District policies and procedures.
8. Directs, oversees development of, develops, reviews and approves a variety of reports, documents and correspondence related to environmental and land use planning, such as technical reports, including findings and recommendations regarding projects, agenda sheets, exempt status and categorical determinations and environmental documentation for District and tenant projects, including negative declarations and mitigated negative declarations; oversees the compilation of land use and environmental data and reviews data to ensure accuracy and completeness; oversees or participates in reviewing and assessing and commenting on consultant and other pertinent reports and documents related to development or environmental impact, such as historical surveys and traffic, geo-technical

and biological studies; oversees or participates in developing presentation materials and presents projects and studies to the Board of Port Commissioners and other appropriate sources.

9. Provides expert professional assistance and guidance to District officials and managers on the District's master plan and economic and environmental planning; provides expertise and recommendations to the Board of Port Commissioners regarding planning issues; advises and counsels the District's officers and department heads concerning planning issues and multi-disciplinary information reports that include highly technical and specialized information and data related to areas such as land use, transportation, noise, air and water quality, economics, and geology; meets with District division and department heads to coordinate planning activities.
10. Works with in-house staff to plan, organize and implement effective public and media relations goals and strategies for land use planning issues; plans and directs initiatives to encourage public participation in environmental programs.
11. Develops and manages consultant contracts; oversees the work of consultants to ensure contract terms are met; approves consultant invoices.
12. Issues correspondence to other District departments and state and federal regulatory agencies; drafts Board agenda items; ensures the maintenance of accurate and complete environmental protection records.
13. Plans, implements and manages complex environmental plans, projects and programs; plans, directs and oversees environmental reviews of District and tenant development projects; directs and monitors review activities to ensure projects' compliance with all relevant federal, state and local laws, regulations, codes and District policies and procedures.
14. Develops and recommends revisions and improvements to department guidelines and pertinent District policies and procedures; keeps abreast of and incorporates training regarding national/-international developments in environmental programs and policy.
15. Conveys and receives information regarding land use and environmental planning issues; enhances District and public awareness of the District's growth, planning and environmental challenges and plans; addresses civic and business groups and other organizations regarding the District's long- and short-term planning initiatives; meets with community representatives and plans, organizes and facilitates planning activities with citizen committees and commissions.

QUALIFICATIONS

Knowledge of:

1. Advanced project management methods, tools and techniques.
2. Principles, practices and methods of program, administrative and organizational analysis.

3. Principles and practices of organizational planning and management.
4. Principles and practices of public administration, including budgeting, purchasing, contracting and maintenance of public records.
5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
6. Principles and practices of sound business communication.
7. Computer capabilities applicable to functional responsibilities.
8. Principles and practices of effective management and supervision.
9. District Personnel Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Plan, direct, manage, organize, review and evaluate the District's Planning Department.
2. Provide technical assistance and staff leadership on all aspects of the department's functions.
3. Analyze and make sound recommendations on complex management and administrative issues.
4. Understand and apply local, state and federal policy, law, regulation and court decisions, as well as District policies and procedures, applicable to areas of responsibility.
5. Define and communicate program goals to all stakeholders clearly, succinctly and persuasively.
6. Prepare clear and concise program plans and documents, reports of work performed and other written materials.
7. Represent the District effectively on a variety of complex issues.
8. Develop and implement appropriate department procedures and controls.
9. Negotiate effectively on behalf of the District.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Establish and maintain highly effective working relationships with those encountered in the course of work.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

Graduation from a four-year college or university with a major in land use planning, public administration, environmental science or a related field; and ten years of progressively

responsible professional experience in land use or environmental programs and projects, at least four of which were in a management capacity.

Licenses; Certificates; 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.

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and Driver License status on a periodic basis to the San Diego Unified Port District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitation in job duties if reasonable can be made.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: 2017 – x

Dated: June 20, 2017

San Diego Unified Port District

Class Code: A1225-UE~~03~~17**CLASS SPECIFICATION****Director, Real Estate**

FLSA Status: Exempt
 EEOC Job Category: Officials and Administrators
 Classified: No
 Union Representation: Unrepresented

GENERAL PURPOSE

Under policy direction, plans, organizes, directs and controls the work of the District's Real Estate Department; develops, implements and monitors standards and procedures to control quality, effectiveness and costs of the Real Estate Department's projects, activities and work programs; directs and evaluates the work of all Department Managers; acts for the Assistant Real Estate Directors, Area Real Estate Managers, and Manager of Architectural & Mapping Services and their sections Vice President, Real Estate and Development Services in that individual's absence; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is responsible for managing and integrating a variety of real estate functions, programs and staff engaged in the ~~strategic and tactical asset~~ management and development of the District's real estate portfolio. With policy guidance and direction from the ~~Senior Director~~ Assistant Vice President, Real Estate and Development Services, the incumbent ~~exercises significant authority and independence in implementing~~ implements a broad range of professional real estate activities, projects and programs in coordination with other District executives and managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Plans, organizes, controls, integrates and evaluates the work of the Real Estate Department; with subordinate managers, develops, implements and monitors work plans to achieve department mission and goals; directs the development of and monitors performance against the department budget; plans and directs the development, implementation and evaluation of asset management and development programs, processes, systems and procedures to achieve ~~Port~~ District and department goals, objectives and performance measures consistent with the ~~Port's~~ District's quality and customer-service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes

disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the ~~Port's human resources~~District's Personnel Rules and Regulations, policies and labor contract provisions.

3. Provides day-to-day leadership and works with staff to develop and retain highly competent, service-oriented departmental staff through selection, compensation, training and day-to-day management practices that support the ~~Port's~~District's and department's strategic plan, mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Develops, implements and administers comprehensive programs, policies, guidelines and procedures related to the beneficial development and management of the District's real estate holdings.
5. Plans, develops, implements and directs the activities of staff engaged in ~~property~~real estate business development, ~~property~~redevelopment, maritime industrial management, and asset management, ~~property appraisal, architectural design and automated mapping of the District's real estate~~; oversees and coordinates the selection of development proposals; and negotiates development contracts; ~~plans and directs the development, implementation and usage of facilities mapping and geographical information systems.~~
6. Directs asset management programs to assure the District's leasehold arrangements are based on the Board of Port Commissioners' policies and goals.
7. Monitors national and statewide developments in areas of responsibility; analyzes proposed state and federal law, regulations and court decisions for their impact on District real estate practices and operations; recommends and implements policy and procedure changes consistent with requirements; directs or conducts research and analysis of the District's needs and requirements in all real estate areas; recommends appropriate actions and implements programs.
8. Participates in the District's short- and long-range planning process for real estate and facilities requirements.
9. Prepares a wide range of reports pertaining to the status of development projects and the ~~Port's~~District's real estate assets.
10. Represents the District in real estate matters with other agencies, organizations and individuals.
11. Represents the department with other departments and governing board.

OTHER DUTIES

1. May act for the Assistant Vice President, Real Estate and Development Services in that individual's absence.
2. Participates in regional, state and national industry and professional meetings and conferences to maintain a current understanding of trends and technology related to District operations, particularly in areas of assigned accountability.

QUALIFICATIONS

— Knowledge of:

1. Theory, principles, practices and techniques of real estate development and commercial/industrial property leasing and management.
2. Principles and practices of real estate appraisal.
3. Federal, state and local laws, regulations and court decisions applicable to real estate development and property leasing; contract law; planning and environmental issues related to real estate development and leasehold improvements.
4. Principles and practices of budgeting, purchasing and maintenance of public records.
5. Real estate research methods and financial analysis techniques.
6. Principles and practices of sound business communication.
7. Principles and practices of effective management and supervision.
8. District personnel policies and labor contract provisions.

Ability to:

1. Analyze and make sound recommendations on complex management, market, facilities and administrative issues.
2. Plan and direct the full range of real estate functions required by a large port district with the exception of project review, which is provided by Development Services.
3. Understand ~~_, interpret, explain~~ and apply District policy and procedures governing real estate development, appraisal and asset management.
4. Present proposals and recommendations clearly and logically in public meetings.
5. Represents the District effectively in complex negotiations with significant financial consequences.
6. Develop and implement appropriate procedures and controls.
7. Prepare clear, concise and comprehensive financial analyses, correspondence, reports, studies and other written materials.

8. Exercise sound, expert independent judgment within general policy guidelines.
9. Establish and maintain effective working relationships with all levels of District management, other government officials, developers, tenants, consultants, employees and the public.
10. Exercise tact and diplomacy in dealing with highly sensitive, complex and confidential issues and situations.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in public or business administration, real estate, law, finance or a closely related field; and ~~ten~~eight years of progressively responsible experience in real estate development and/or commercial/industrial asset management, at least ~~four~~three years of which were in ~~a~~ management capacities. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; 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.

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and Driver License status on a periodic basis to the San Diego Unified Port District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitation in job duties if reasonable can be made.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual

basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2014-130~~2017-x

Dated: ~~June 10, 2014~~June 20, 2017

San Diego Unified Port District

Class Code: A2066-UE17

CLASS SPECIFICATION
Director, Waterfront Arts & Activation

FLSA Status:	Exempt
EEOC Job Category:	Officials and Administrators
Classified:	No
Union Representation:	Unrepresented

GENERAL PURPOSE

Under policy direction, develops, directs and leads the comprehensive planning and implementation of San Diego Unified Port District (District) District-wide business opportunities, strategies and programs to increase activation of the District's parks and facilities, enhance the visitor experience, and expand opportunities for creative economic development on the waterfront. The position develops strategic partnerships, analyzes qualitative data to optimize recreational usage of District parks and public spaces, increases regional and national visibility, and fosters growth through both innovation and effective financial resource management. This senior leadership position regularly represents the District in the community, and interacts with a wide variety of stakeholders, including elected officials, and delivers expert advice and counsel to members of the Executive Leadership Group (ELG) and Board of Port Commissioners on complex issues related to areas of functional responsibility.

DISTINGUISHING CHARACTERISTICS

Director, Waterfront Arts & Activation is a professional, single-incumbent senior leadership position responsible for executing multiple business programs, opportunities and strategies, and directing collaborative efforts across departments and organizational divisions to activate waterfront parks and facilities with a diverse variety of recreational initiatives, large-scale special events, arts and cultural programming, and innovative initiatives to support the bay-wide creative economy. The position develops short- and long-term goals and objectives to increase visitor attendance on the waterfront and monitors expenses and revenues and permitting fees to support the District's overall financial performance. The position requires a solid combination of financial performance management - including return on investment/involvement - creative and analytical thinking, strategic planning, and evaluation of community engagement metrics, effective relationship building, negotiation skills, and ability to clearly communicate messaging to diverse audiences. Fulfillment of responsibilities requires a broad knowledge of federal, state, and local laws and regulations, as well as a broad knowledge of District operations, business areas, and understanding of land use and planning designations. Responsibilities are broad in scope and require demonstrated creativity, a high degree of political acumen, and seasoned judgement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Leads, plans, organizes, controls, integrates and evaluates the work of assigned department and is responsible for achieving District-wide business results; develops, implements and monitors the department's work plans; establishes the department's mission, vision and performance measures to ensure operations and services comply with policies and strategic direction set by the Board and ELG.
2. Develops the department's annual budget; approves expenditures and maintains fiscal integrity of the department's operating funds and other designated program accounts, including the District's Public Art Fund.
3. Provides leadership and works with departmental staff to create a high-performance, service-oriented environment that works collaboratively across divisions to achieve the District's mission.
4. Develops comprehensive short- and long-term strategic business plans for large- and small-scale waterfront activation initiatives that position the District as an innovative world-class waterfront environment and create a unique sense of place.
5. Represents the District at a variety of high-visibility civic and community events, meetings and functions with professional organizations/agencies; communicates District activities and position on projects, programs and initiatives.
6. Represents the District with the media on a variety of complex, and often controversial and sensitive issues related to areas of functional responsibility.
7. Writes internal policies, procedures and management systems to support District operations and growth in areas of functional oversight; oversees the creation and maintenance of comprehensive, effective management programs, policies and systems consistent with the District's vision, values and legal requirements.
8. Participates in negotiations with contractors, consultants, vendors and other public agencies.
9. Supervises and evaluates the performance of staff; establishes performance standards and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action, up to and including termination, in accordance with federal, state and local laws and regulations, District Personnel Rules and Regulations, policies and labor contract agreements.

OTHER DUTIES

1. May act as Vice President in that individual's absence.
2. Participates in regional, state and national industry and professional meetings, conferences, committees, workshops and panels to stay abreast of trends and technology related to District operations, particularly in areas of assigned accountability.
3. May travel as required on behalf of, and representing, the District's interests, either nationally or internationally.

QUALIFICATIONS

Knowledge of:

1. Public policy approaches to public land use planning, public parks, special event management, permitting, and incorporation of visual and performing arts, cultural and recreational activities within public spaces.
2. Contemporary trends in urban innovation, creative catalysts, and creative placemaking practices to contribute to regional economic development.
3. Principles and practices of strategic and long-term business planning and budgeting.
4. Principles, practices and techniques of effective negotiation.
5. Community engagement and user experience data and metrics.
6. Customer relationship management systems.
7. Methods and techniques of sound business communications including stakeholder interface, and public and media communications.
8. Federal, state and local laws, including copyright and intellectual property laws and regulations.
9. Principles and practices of effective management and supervision.
10. District Personnel Rules and Regulations, policies and labor contract provisions.
11. Organization and functions of a public board and law and regulations governing the conduct of public meetings, including the Brown Act and Public Records Act.

Ability to:

1. Plan, organize, develop, direct and evaluate public-facing District-wide programs, services, and waterfront activities.
2. Understand and apply federal, state, and District requirements regulating the use and placement of artwork on the waterfront.
3. Build strong strategic partnerships.
4. Communicate effectively and persuasively, both orally and in writing.
5. Clearly articulate policies, vision and organizational direction and present recommendations logically and persuasively in public meetings on a variety of issues.
6. Represent the District effectively in negotiations with other entities and public and private organizations.
7. Conduct research and analyze data for a metric-driven approach to park usage and waterfront activation.

8. Exercise sound, independent judgment and political acumen.
9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
10. Establish and maintain effective working relationships with Commissioners, District executives, and senior management and staff, elected officials, community leaders, event producers, artists, tenants, developers, consultants, the media, the public and others encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in public or business administration, art, arts administration, planning, or a closely related/relevant field; and at least ten years of progressively responsible management experience in the administration and operation of a public enterprise similar in size, scope and complexity to the District, at least six of which were at a supervisory level. An advanced degree is preferred. Experience in a public agency is preferred. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and Driver License status on a periodic basis to the San Diego Unified Port District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

The position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitations in job duties if reasonable accommodations can be made.

If assigned to perform work at any of the District's maritime facilities the incumbent must be able to pass a background check in accordance with current Federal and State requirements.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: 2017 – x

Dated: June 20, 2017

San Diego Unified Port District

Class Code: B926-UN17

CLASS SPECIFICATION

Human Resources Recruiter

FLSA Status: Non-Exempt
 EEOC Job Category: Professionals
 Classified: No
 Union Representation: Unrepresented

GENERAL PURPOSE

Under supervision, performs a variety of duties and administrative support to the recruitment and selection program; organize and coordinate the recruitment and selection activities in support of the San Diego Unified Port District (District)'s human resource management; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Recruiter is distinguished from Human Resources Analyst in that incumbents in the latter class perform more complex, journey level work requiring broader professional knowledge gained through continuing professional development and experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Plans and conducts employee recruitment and selection activities for assigned job classes; confers with hiring authorities on job demands and appropriate requirements;
2. Responsible for developing and coordinating recruitment timeliness and job announcements and conferring with hiring managers throughout the process; schedule employment interviews, prepare screening and interview documents and correspondence to interviewees; prepare and distribute interview packets to include interview schedules, interview questions and rating forms, and instructions.
3. Develops and conducts outreach recruitment programs to obtain qualified candidates; advertisements, supplemental applications and other recruitment materials; responsible for developing and placing job advertisements, such as newspapers, publications, journals, Internet, etc.; responsible for distribution of announcements; participate in job fairs, conferences and events to promote employment and provide information.
4. Resume/application reviews, evaluates training and experience of applicants; briefs and sits on interview panels; schedules physical exams and drug/alcohol screening; conducts background and reference checks; analyzes test results; ensures that all phases of recruitment and selection comply with applicable federal, state and local laws, regulations and guidelines; makes job offers to successful candidates; responds to applicant and candidate questions and concerns; prepares documentation and maintains files.
5. Facilitates new hire orientation programs on a rotational basis.

OTHER DUTIES

1. Incumbents in this classification may utilize NeoGov recruiting system by creating requisitions, screening resumes (auto scoring), setting up oral and performance exams, creating and referring eligibility lists, sending out applicant notices, granting access to hiring managers, and perform various tasks as detailed in the NeoGov recruitment life cycle.
2. May explain, interpret, and counsel employees regarding employee benefit plan coverage and eligibility for benefits; plan, organize and conduct monthly new hire benefits orientation and enrollment processes.
3. Maintains confidential files and records.
4. Works with medical facilities to set up required physicals for employees.

QUALIFICATIONS

Knowledge of:

1. Practices and techniques of public personnel administration, including recruitment, testing and selection, equal employment opportunity, and employee relations.
2. Federal, state and local laws and regulations applicable to the administration of human resource programs and employee relations practices.
3. Principles and practices of sound business communications.
4. Trends in human resource program development.
5. District Personnel Rules and Regulations, policies and labor contract provisions.
6. Business mathematics.

Ability to:

1. Understand, interpret, explain and apply District Personnel Rules and Regulations, policies and procedures and applicable local, state and federal legislation in a variety of circumstances and cases objectively and dispassionately.
2. Represent the department and the District effectively in meetings with managers, supervisors, employees, union representatives and others on a variety of issues.
3. Effectively present information in person or on the telephone to students, staff or the public.
4. Prepare clear, concise and accurate reports, correspondence, analytical studies and other written materials
5. Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
6. Establish and maintain effective working relationships with managers, supervisors, union representatives, representatives of other governmental agencies, applicants, complainants and others encountered in the course of the work.
7. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal effectively with problems involving variables in standardized situations. Ability to learn quickly and apply specific rules, policies and

procedures of the program and function to which assigned. Demonstrate knowledge of recruitment and selection processes.

8. Multi-task in a fast-paced environment.
9. Create, design, develop, format, type, proofread and distribute forms, documents and other written materials.
10. Meet schedules and timelines.
11. Plan and organize work.
12. Work confidentially with discretion.
13. Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled, confidentiality, and a strong sense of self confidence.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with major coursework in public or business administration, human resource management, psychology or a related field and two years of increasingly responsible human resource management experience **or** graduation from high school or G.E.D. equivalent; and four years of increasingly responsible human resource management experience. Experience in a governmental setting is preferred. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver license may be required at time of appointment and, if required, be maintained at all times thereafter in order to operate a vehicle on District business.

Human Resources certification highly desirable.

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and Driver License status on a periodic basis to the San Diego Unified Port District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitation in job duties if reasonable can be made.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: 2017 – x

Dated: June 20, 2017

San Diego Unified Port District

Class Code: D466-CNR17

CLASS SPECIFICATION **Lead Community Service Officer**

FLSA Status: Non-Exempt
 EEOC Job Category: Service Worker
 Classified: Yes
 Union Representation: Represented

GENERAL PURPOSE

Under direction of the Community Services Officer Supervisor, plans, schedules and supervises the work of Community Service Officers engaged in the enforcement of parking regulations. Directs vehicle and pedestrian traffic within the District's jurisdiction. Enforces park, entertainer and vending regulations. Monitors marine terminal commercial truck traffic, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level and lead worker class in the District's non-sworn Community Service Officer series. Positions in this class perform journey-level work in the Harbor Police Department Community Service Section, performing traffic enforcement, parking control, enforcement of special event permits as well as act as a presence within the community. Assignments require considerable independent judgment and initiative.

Lead Community Service Officer is distinguished from Community Service Officer in that an incumbent in the former class is responsible for leading, training, evaluating and monitoring the day-to-day work performance of incumbents in the later class.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Supervises and evaluates the work of assigned staff; with staff, implements and monitors work plans to achieve unit mission, goals and performance measures; participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the District's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Approves the impounding of abandoned or illegally parked vehicles.

5. Provides on-the-job and in-service training for assigned personnel.
6. Coordinates the preparation of traffic and crowd-control plans for special events and cruise ship terminal activities.
7. Coordinates the section's activities with the Harbor Police Department and other law-enforcement agencies.
8. Plans and coordinates the section's activities with cruise ship terminal personnel.
9. Interprets and explains the District's policies, procedures and regulations to the public and other departments and agencies.
10. Plans and schedules personnel to meet high-demand requirements at the cruise ship terminal and for special events conducted within the District's jurisdiction.
11. Coordinates the enforcement of state, municipal and District laws and regulations in District parks, promenades and open space areas.
12. Coordinates the monitoring of commercial trucks in areas adjacent to District marine terminals to educate operators about state, municipal and District laws and guidelines related to the operation of commercial truck traffic.
13. Reviews and approves accident and incident reports submitted by Community Service Officers.
14. Compiles, prepares and maintains a variety of reports and records pertaining to the section's activities.
15. Investigates and resolves citizen complaints regarding the enforcement of parking, park permit, vendor and commercial truck route regulations.
16. Performs all of the Community Service Officer duties.

QUALIFICATIONS

Knowledge of:

1. Safety practices, safe work methods and safety regulations pertaining to the work.
2. State, municipal and District laws, ordinances and codes regulating vehicle parking and vehicles for hire.
3. Methods, practices and techniques of vehicular and pedestrian traffic control; safe and proper use of barricades, cones and other devices used in traffic control.
4. Effective parking-control practices and operations including the use of parking meters.
5. State, municipal and District regulations regarding the impounding of abandoned or illegally parked vehicles.

6. State, municipal and District laws, ordinances and codes regulating special events, park permits and general use of the District's parks, promenades and open spaces.
7. District park locations, capacity and a working knowledge of how the different agencies and regulations and codes impact the District's permit process.
8. State, municipal and District laws, ordinances, codes and guidelines regulating commercial truck operations.
9. San Diego County geography, roadways and major tourist attractions.
10. Microcomputer applications related to the work.
11. Principles and practices of effective supervision.
12. District Personnel Rules and Regulations, and labor contract provisions.

Ability to:

1. Plan, review and evaluate the work of others.
2. Motivate and evaluate staff and provide for their training and development.
3. Identify and implement effective courses of action to complete assigned work.
4. Exercise independent judgment and initiative within established guidelines.
5. Establish and maintain effective working relationships with those encountered in the course of the work.
6. Coordinate work assignments with other divisions, departments or agencies.
7. Prepare and maintain records and reports.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from high school or GED equivalent; and two years experience performing traffic control and enforcement duties. Time served as a District Intern will count towards the years of experience.

Licenses; Certificates; 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.

If assigned to perform work at any of the District's maritime facilities you must be able to pass a background check in accordance with current Federal and State requirements.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: 2017 - X

Dated: June 20, 2017

San Diego Unified Port District**Class Code: B925-CN17**

CLASS SPECIFICATION
Lead Mapping and Outreach

FLSA Status:	Non-exempt
EEOC Job Category:	Professionals
Classified:	Classified
Union Representation:	Unrepresented

GENERAL PURPOSE

The purpose of the Lead Mapping and Outreach position is to provide combined geographic information system (GIS), Multimedia/Graphic Design, Mapping and Community Relations services for the San Diego Unified Port District's Planning & Green Port department. Under general direction, plans, organizes, supervises, coordinates and participates in the development and implementation of the Port's GIS; leads, directs and participates in the long-term development and enhancement of GIS information technology to meet Port mapping and end user service objectives; supervises and performs GIS modeling duties; works on complex visual designs and strategies for effective presentations; assist with a variety of routine to complex duties to support various public outreach goals and objectives, ranging from aquaculture and blue technology, energy, environmental conservation, environmental protection, planning, and others as assigned; provides expertise, support, assistance and guidance to Port staff and external contacts; and performs related duties as assigned. The position requires high-level content development skills, including an ability to grasp complex topics and translate the information for various audiences.

DISTINGUISHING CHARACTERISTICS

The Lead Mapping and Outreach position is a professional classification. Positions at this level perform a full range of complex analytical/technical tasks independently and within a framework of established procedures, goals and objectives. Incumbents possess technical and functional expertise in geographic information system (GIS), Multimedia/Graphic Design, Mapping and Community Relations services. Work requires the application of a body of GIS theory and principles, a variety of high-level graphic design techniques, including an ability to grasp complex topics and translate the information for various audiences as well as creativity and resourcefulness to accomplish goals and objectives. The incumbent must have sufficient job content knowledge in the functional area to ensure Port standards are met and exercise independent judgment in the performance of their duties. Technical leadership and/or supervision may be provided to working groups, volunteers and contractors, however, supervisory responsibilities are ancillary to the main intent and focus of the position. The position's duties require the ability to interact effectively with elected and appointed officials, District staff, community representatives and the public.

This position is required to independently perform a wide variety of complex work in support of the Port's GIS, Multimedia/Graphic Design, Mapping and Community Relations needs. Assignments are typically received in terms of expected outcomes and incumbents are expected to act independently to develop required information, perform diverse and specialized

work, including selecting approach and analytical techniques, and to provide sound analyses and recommendations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Works closely with end users to identify GIS requirements, technical issues and training needs; analyzes current business processes and recommends best practice solutions; constructs information technology definitions based on identified needs of the organization.
2. Oversees, leads, provides direction to team members, on a variety of GIS and graphics issues including data management of endangered species, Port Master Plan updates and for public presentations.
3. Operates sophisticated computer programs such as Adobe Creative Suite to design, layout and illustrate a variety of materials such as flyers, newsletters, brochures, posters, maps, graphs, reports and other outreach materials
4. Performs complex cadastral and GIS data maintenance, manipulation, analysis, extraction and generation assignments; performs data research, investigation and verification; creates and maintains files of digital pictures of streets and street problems for department use; codes and digitizes maps and geographical feature data into various layers; prepares projects and data for archival storage; performs record keeping and inventory; documents and files data sources and map files for future reference; responds to requests for mapping data; responds to emergency mapping and information requests.
5. Prepares, plans, produces, maintains and updates a variety of maps, drawings, plans and other graphic representations displaying layers and attribute data from databases, using cartographic techniques to represent spatial data; develops and maintains data layers, using GIS tools, CAD tools and relational databases; performs detailed spatial analysis including notifications, buffering, and zone consolidation; manipulates images for electronic mapping; enters attribute data pertaining to specific features into a relational database; incorporates maps, charts, data files, spreadsheet data, documentation and text into reports.
6. Analyzes requests for a variety of new applications, programs and modifications to existing GIS programs; analyzes and documents user work processes and systems functionality requirements; analyzes current GIS system functions, procedures and capabilities to determine if improved methods are possible; develops and presents proposals for new approaches and options to meet user needs; participates on software selection and implementation teams, including software evaluation, requirements gathering, work flow analysis and system implementation, testing and training.
7. Assists or participates in developing and implementing outreach strategies and plans, as well as campaign- or project-specific strategies and plans to meet designated goals and objectives; actively leads and participates in regular meetings with management and external agencies; develops and recommends creative ideas relevant to the Port's

mission and strategic initiatives; analyzes and provides input in establishing budget requirements; when assigned to manage a project, monitors and maintains compliance with budget; collaborates with outside firms retained by Port to implement plans.

8. Participates in developing and producing or manages, coordinates and/or oversees layout, design, development, production and distribution of marketing or public relations materials, including brochures, newsletters and a variety of other internal and external publications; creates or participates in creating concepts to meet Port goals and objectives;
9. Participates in proactively communicating information and messages to the public, key constituencies, as well as to internal customers, to promote the Port and educate targeted audiences regarding the Port's programs, activities and initiatives.
10. Designs, implements, and tests configuration changes in packaged software such as ESRI, google earth, adobe creative suite and Oracle to meet end user business requirements.
11. Tests new and revised programs and interfaces to ensure accuracy and efficiency; develops and executes test plans and forwards to users for user acceptance testing; creates test scenarios; generates test data and keeps logs of test results; tests and analyzes the effectiveness and functionality of new fields and code; notifies programming staff of testing problems and required fixes; proofreads screen layouts to ensure all system requirements are met.
12. Analyzes, troubleshoots and resolves GIS applications problems; communicates with internal and external technical resources to resolve end user issues; provides guidance to users on methods for correcting reported problems.
13. Coordinates and conducts user applications training classes; develops training materials and manuals; responds to and resolves user inquiries; develops and maintains user documentation. Develop necessary extraction programs, transfer rules, update rules if necessary using SQL code. Develop standard and custom reports, as specified by business unit/user requirements. Work in a variety of system to bring together the individual departments information into a Port Develop necessary extraction programs, transfer rules, update rules if necessary using SQL code. Develop standard and custom reports, as specified by business unit/user requirements. Work in a variety of system to bring together the individual departments information into a Port wide Geographic Information System.

QUALIFICATIONS

Knowledge of:

1. GIS and Multi-media/Graphic Design concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation and analysis. GIS database administration and management principles, methods and techniques, including quality control methods and practices.
2. GIS software tools and applications including but not limited to ArcGIS, ArcIMS, ArcSDE, AutoCAD suite, MS Visio, Adobe creative suite and applications of MS Office Suite.
3. Hardware and software applications development methods, tools and utilities applicable to the GIS system.
4. The use of computer operating systems to create, design and produce a variety of outreach-related materials.
5. Project planning, budgeting and management methods and practices applicable to areas of assigned responsibility.
6. Methods of analysis applicable to the formulation and communication of programs and policy.
7. Methods and techniques of graphic design, layout and print production.
8. Industry trends and media practices as they apply to developing and carrying out effective community relations and outreach programs.
9. Principles and practices of public administration, including contracting, budgeting, purchasing and maintenance of public records.
10. Principles, practices, concepts and techniques used in developing and executing community outreach plans, programs and strategies.
11. Methods, procedures and techniques for the preparation, review for accuracy and updating of lease plats and legal descriptions.
12. Basic principles and practices of effective training and supervision.

Ability to:

1. Plan, lead, supervise, organize, integrate, monitor, and maintain a comprehensive GIS and its related applications to meet Port-wide mapping and customer service objectives, including developing long-range GIS system goals.
2. Analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives.
3. Develop and maintain effective customer-focused service processes with Port managers and end users.

4. Persuade, convince and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
5. Communicate effectively, orally, electronically, graphically and in writing, with department personnel, vendor representatives, contractors, media representatives, elected and appointed officials, technical crews, broadcast professionals, business representatives, consultants and the general public.
6. Understand, analyze and define user requirements and recommend cost effective systems solutions.
7. Develop concepts and design specific methods and techniques to improve internal and external communications.
8. Generate interest and convey messages through the development of graphic treatments and persuasive writing.
9. Present information, proposals and/or recommendations clearly, logically and persuasively in public meetings.
10. Establish and maintain highly effective relationships with District executives and managers, Commissioners, elected and appointed officials of other public agencies, travel and trade industry representatives, representatives of community, professional and business organizations, the media, the public and others encountered in the course of work.
11. Analyze complex problems, evaluate alternatives and make sound independent decisions within established guidelines.
12. Train others in the use of GIS applications.
13. Organize, plan and complete projects efficiently.
14. Work collaboratively and effectively with project teams as a leader, including user representatives and outside resources and others encountered in the course of work.
15. Communicate effectively, orally and in writing.
16. Establish and maintain effective working relationships with those encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in public or business administration, graphic/commercial art, technical illustration or a related field; and five years of progressively responsible experience in community relations, public relations, intergovernmental affairs, graphic design using computers and graphics software packages,

and/or GIS systems. Time served as a District Intern will count towards the years of experience.

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and Driver License status on a periodic basis to the San Diego Unified Port District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitation in job duties if reasonable can be made.

Licenses; Certificates; 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.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: 2017 - x

Dated: June 20, 2017

San Diego Unified Port District

Class Code: B400-UE~~14~~17

CLASS SPECIFICATION
Manager, Office of General Counsel Administration

FLSA Status: Exempt
 EEOC Job Category: Officials and Administrators
 Classified: No
 Union Representation: Unrepresented

GENERAL PURPOSE

Under general supervision, serves as primary assistant to the General Counsel and manages business functions as well as the overall operations of the Office of General Counsel. Reports to ~~performs a wide variety of difficult, sensitive and confidential administrative support functions; under direction of~~ the General Counsel, Assistant General Counsel and participates in management meetings. In addition to general responsibility for the department's budget and controls, assignment of work to the staff of the Office, department systems and physical facilities, the Manager, Office of General Counsel Administration identifies and plans for the changing needs of the department, strategic planning and contributes to cost-effective management of the department. ~~reviews or drafts Board minutes, resolutions and ordinances for approval by the Board of Port Commissioners to adopt agenda items submitted; provides work direction to other office staff; and performs related duties as assigned.~~

DISTINGUISHING CHARACTERISTICS

This single incumbent class provides complex, diverse, sensitive and confidential managerial administrative support services to the General Counsel, in a highly sensitive and rapidly changing environment involving broad District-wide issues and interaction with the Board of Port Commissioners, elected officials, business and community leaders, the media, ~~and the media.~~ District executives and staff at all levels of the organization. This position requires

~~Incumbent in this class performs a variety of difficult, sensitive and confidential support services for the General Counsel, requiring~~ a broad knowledge and application of legal procedures and terminology. ~~An incumbent in this class operates in an environment characterized by involvement in broad District-wide issues and interaction with top executives, elected officials and the media on complex and sensitive matters.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Serves as primary assistant to the General Counsel; represents the General Counsel in interactions with internal and external District~~Port~~ customers and stakeholders.
- ~~1-2.~~ Serves as secondary assistant to the Assistant General Counsel as needed.

- ~~2.3.~~ Exercising independent judgment, p Performs a wide variety of administrative duties to support the work of the General Counsel and the Assistant General Counsel as needed, including but not limited to: planning, forecasting, budgeting, monitoring of ~~preparing office budgets and monitoring budget~~ expenditures, reviewing and preparing requests for payment, reviewing and authorizing payroll for the Office of the General Counsel and conducting research and assembling and summarizing information from a variety of sources for special projects and reports; serves as a technical resource and provides information and assistance to other members of the Office of General Counsel.
- ~~3.4.~~ Prepares agenda notices, agenda materials, resolutions and ordinances for the Board of Port Commissioners; reviews minutes, agenda items and packages for board meetings for accuracy and completeness; advises and confers with District departments on their agenda items; follows-up and tracks action items for the General Counsel and Assistant General Counsel as needed.
- ~~4.5.~~ Manages work assignments for Paralegal and Legal Assistant classifications regarding administrative duties, trains and develops non-attorney staff. ~~Drafts board agenda materials, memoranda, correspondence, reports and other documents on confidential and sensitive matters from notes, dictation or brief oral instructions, using word processing software; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; sends and receives faxes.~~
- ~~5.6.~~ Maintains the General Counsel's calendar; drafts memoranda, correspondence, reports and other documents on confidential and sensitive matters, coordinates, arranges and confirms meetings; arranges for meeting setup and refreshments; attends board and other meetings, takes notes and transcribes minutes; screens requests for appointments; coordinates and arranges special receptions, luncheons and briefings for special groups and individuals.
- ~~6.7.~~ Manages space planning and office facility needs, purchasing, inventory control, library management, records management, reception services, telecommunications, mail, messenger and other facilities management functions. ~~Receives and screens visitors and telephone calls, providing information and handling issues that require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information and complaints from officials, customers and the public, refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue; reviews, determines the priority and routes incoming correspondence.~~
- ~~7.8.~~ As a member of the Office of General Counsel's management team, manages and/or contributes significantly to the following: i) Operations/Management: including strategic and tactical planning, risk management, quality control, Office planning processes and other general management functions; (ii) Practice Management: including Paralegal and Legal Assistant supervision, substantive practice systems and other practice management functions. ~~Prepares updates to the San Diego Unified Port District Code and provides to the District Clerk's office for distribution.~~

~~8.9.~~ Prepares travel and training requests for the General Counsel and Assistant General Counsel as needed; coordinates making travel and other arrangements for conferences and business trips; compiles expense reports for the General Counsel.

~~9.10.~~ Approves time cards for the General Counsel's staff; maintains confidential attendance and personnel files.

~~10. Attends to a variety of office administrative details such as establishing, organizing and maintaining confidential, subject and tickler files; ordering supplies.~~

11. Performs legal research and special project assignments as directed.

OTHER DUTIES

1. Provides guidance and training to other office staff on DistrictPort and the Office of General Counsel's policies, procedures, methods and practices as applicable.
2. Coordinates and provides direction to other administrative support staff in the Office of General Counsel.

QUALIFICATIONS

Knowledge of:

1. District organization, functions, operations, ordinances, rules, policies and procedures.
2. Basic functions of public agencies, including the role and responsibilities of a public governing board and rules and regulations for the conduct of public meetings.
3. The laws, regulations and policies governing the administration of a public agency in the State of California applicable to assigned areas of work.
4. Law office administrative practices and procedures.
5. Terminology, forms, legal pleadings, documents and court rules and requirements used in legal practice and proceedings.
6. Legal references, resources and proper legal research techniques.
7. Principles and practices of sound business communication; correct English usage, including accuracy in spelling, grammar and punctuation.
8. Advanced uses of word processing, spreadsheet, graphics and other business management software.
9. Budgeting, recordkeeping, filing and purchasing practices and procedures.
10. Principles and practices of effective supervision.

Ability to:

1. Plan, organize, coordinate and administer the daily activities and administrative functions of the Office of General Counsel in a sensitive, highly visible and dynamic political and organizational environment, requiring management of multiple and rapidly changing priorities.
2. Analyze difficult and sensitive problems and situations, evaluate alternatives and make sound, appropriate recommendations and decisions.
3. Draft clear, concise and competent Board resolutions and ordinances and other legal instruments and documents as directed.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
5. Understand, ~~interpret, explain~~ and apply laws, codes, regulations, rules and policies applicable to areas of responsibility.
6. Organize, research and maintain office filing systems and document management databases.
7. Make a wide variety of logistical arrangements independently or from brief instructions.
8. Communicate clearly and effectively orally and in writing.
9. Prepare clear, accurate and concise correspondence, records, reports and other documents.
10. Maintain highly sensitive and confidential information.
11. Use a high degree of integrity and discretion in dealing with sensitive or confidential situations.
12. Establish and maintain effective working relationships with Commissioners, District executives, elected and appointed officials of other governmental agencies, staff, community and business leaders, and the public when doing business with the [DistrictPort](#).

MINIMUM REQUIREMENTS**Education, Training and Experience:**

Graduation from high school or G.E.D. equivalent, and eight years of increasingly responsible office management or administrative experience. A bachelor's degree may be substituted for four years of the required experience. Experience in a government setting dealing with elected and appointed officials is preferred. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; 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.

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and Driver License status on a periodic basis to the San Diego Unified Port District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitation in job duties if reasonable can be made.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2014-130~~2017 - x

Dated: ~~June 10, 2014~~June 20, 2017

San Diego Unified Port District

Class Code: B921-UE17

CLASS SPECIFICATION**Manager, People Strategies**

FLSA Status: Exempt
 EEOC Job Category: Officials and Administrators
 Classified: No
 Union Representation: Unrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, supervises and performs a variety of complex professional and technical activities in support of the San Diego Unified Port District's (District) comprehensive people strategies that are aligned with the business goals and overall District business strategies including but not limited to design work in the areas of recruiting, selection, onboarding, performance management, workforce/succession planning, and personnel development including comprehensive training and development programs.

DISTINGUISHING CHARACTERISTICS

A Manager, People Strategies supervises a unit of professional and support staff and manages the delivery of programs that help develop our people. An incumbent provides professional advice and counsel to executives, managers, supervisors and employees and carries out difficult and complex responsibilities requiring a high degree of professional, organizational and interpersonal knowledge, skill and sensitivity.

Manager, People Strategies is distinguished from Director, People Strategies in that an incumbent in the latter class has overall management responsibility for the delivery of District wide comprehensive programs/approaches related to human capital strategy from the perspective of driving business performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Plans, organizes, controls, integrates and evaluates the work of assigned staff; contributes to the development and monitoring of programs, policies and processes to achieve the department mission aligned with the District strategy and business plans.
2. Contributes to development of and monitoring of performance against the annual department budget.
3. Provides day-to-day leadership and works with staff to ensure a high performing team; directs, plans and evaluates the performance of assigned staff; establishes performance requirements and personal development goals; regularly monitors performance and provides coaching for performance improvement and development; recommends

compensation and provides other rewards to recognize performance; subject to management concurrence, recommends disciplinary action, up to and including termination, to address performance deficiencies in the department, in accordance with the District's Personnel Rules and Regulations, Administrative procedures and labor contract provisions.

4. Partner with Human Resources to foster constructive employee relations.
5. Partners with business leaders to help them build and develop their people and their organizations.
6. Provide hands-on coaching for leaders to create and deploy their employee engagement plans with measurable milestones and outcomes that are incorporated into the goals of the leaders.
7. Participates in the development of District wide talent selection and performance management programs.
8. Participates in the development of a workforce plan for the departments and teams.
9. Partner with leaders to develop their staff talent including employee assessment programs and development plans.
10. Contributes in developing key initiatives and implement department business plans.

OTHER DUTIES

1. Represents the District on professional and community boards and committees.
2. Acts for the Director, People Strategies in that incumbent's absence.

QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of organizational development programs and people strategies programs.
2. Administrative principles and methods, including goal setting, budgeting, program development and implementation.
3. Research methods and analysis techniques.
4. Principles and practices in human resource management.
5. Principles and practices of business communication.
6. Principles and practices of effective management and supervision.
7. Counseling leadership teams on a variety of issues.
8. District Personnel Rules and Regulations, Administrative policies and labor contract provisions.

9. Business mathematics.

Ability to:

1. Analyze complex training and organizational development issues, evaluate alternative and make sound recommendations.
2. Prepare clear, concise and accurate training and development reports, correspondence, analytical studies and other written materials.
3. Present proposals and recommendations clearly, logically and persuasively.
4. Facilitate large and small group processes for improvement processes and interventions.
5. Perform individual coaching and mentoring.
6. Exercise sound, expert independent judgment within general policy guidelines.
7. Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
8. Establish and maintain effective working relationships with all levels of District management, employee organizations and their representatives, other governmental officials, employees and the public.
9. Represent the department and the District effectively in meetings with managers, supervisors, employees, union representatives and others on a variety of issues.
10. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.
11. Communicate effectively orally and in writing.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in public or business administration, human resources management, psychology or a related field and eight (8) years of increasingly responsible organizational development related experience, at least three (3) of which were in a supervisory or program management capacity. Time served as a District Intern will count towards the years of service.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver's license may be required at time of appointment and, if required, be maintained at all times thereafter in order to operate a vehicle on District business.

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program

provides information on the incumbent's driving record and Driver License status on a periodic basis to the San Diego Unified Port District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitation in job duties if reasonable can be made.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: 2017 - X

Dated: June 20, 2017

San Diego Unified Port District

Class Code: B282-UE~~03~~17

CLASS SPECIFICATION

Program Manager

FLSA Status: Exempt
 EEOC Job Category: Officials and Administrator
 Classified: No
 Union Representation: Unrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, manages and participates in the work of teams engaged in developing, implementing, testing and evaluating large-scale programs or projects of significant District impact in terms of cost, service impact and visibility; plans and monitors performance against program goals and objectives and ensures program results; leads and participates in efforts to build program support and participation with internal and external program or project stakeholders; assists in planning and coordinating implementation of large scale projects or programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Program Manager is responsible for planning and managing teams of internal staff and outside resources engaged in implementing and evaluating large-scale programs or projects, with significant District importance, visibility and cost impact. Programs or projects typically entail substantial, multi-year resource commitments and significant staff involvement. Work requires program/project management expertise to integrate multiple interests and stakeholders in achieving successful program/project results. In-depth organization and process knowledge is frequently essential for ensuring program/project success. An incumbent also assists in planning and coordinating implementation of the District's strategic and business planning initiatives and processes.

Program Manager is distinguished from other project management positions that require knowledge and experience in engineering, planning, environmental, maritime or other similar disciplines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Plans, organizes, controls, integrates and evaluates the work of internal staff, consultants and contractors assigned as program or project staff; develops, implements and monitors project plans to achieve planned project goals and performance standards and criteria; develops and monitors performance against the project budget; plans, prioritizes, monitors and controls business, technical, fiscal and administrative functions relevant to program or project success.

2. Plans, organizes, directs and evaluates the performance of internal project team members; establishes performance requirements and personal development targets applicable to project requirements; regularly monitors performance and provides coaching for project performance improvement; provides performance evaluation feedback to team members' managers or recommends compensation and other rewards to recognize performance of assigned staff; recommends disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the District's Personnel Rules and Regulations, policies and labor contract provisions.
3. Provides leadership and works with program/project staff to develop and retain a high performance, service-oriented work environment that supports the District's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Manages a large-scale District-wide program or project; formulates overall program/project goals; researches, develops and implements program or project plans to meet goals and service objectives; develops, recommends and manages program budgets, features and metrics; develops and implements or recommends associated program policies and operating and administrative procedures; identifies and recommends solutions to program resource needs and requirements; develops a program or project work plan; plans, organizes, implements and evaluates work activities to meet established overall program or project goals and objectives; analyzes alternative methods or processes to meet program and service delivery goals, including conducting cost benefit and resource requirement analyses; ensures program compliance with all applicable District and outside agency requirements.
5. As project leader, defines project goals and objectives, convenes appropriate task forces and committees, develops agendas and facilitates meetings, develops and manages multi-year and annual work programs, negotiates, manages and expedites consultant contracts and monitors project status and progress; manages change control processes; leads and participates in the analysis and redesign of complex work processes associated with program/project requirements; conducts management reviews of progress against time lines and budgets and develops project reports and related materials; develops and prepares reports and presentations.
6. Evaluates the effectiveness of program activities and makes or recommends program modifications; monitors conformance with program/project budget and other requirements; prepares narrative and statistical program performance reports and recommendations.
7. Coordinates and integrates program services and activities with other divisions and departments; develops program partnerships, where applicable, with external agencies and organizations.
8. Represents the program and project team with senior management, project sponsor, consultants, contractors, stakeholders and the public.

Additionally, incumbents may also be responsible for overseeing one or more of the following specialized areas.

9. Provides environmental expertise and technical assistance to other departments, tenants, agencies and organizations; responds to a variety of environmental inquiries from representatives of different District divisions/departments or tenants and provides recommendations, to address environmental land use or planning issues; applies laws, regulations, rules, policies, processes and procedures related to areas of responsibility for District management, staff, tenants and stakeholders; responds to requests for information regarding project activities or requirements; represents the District in meetings with internal and external agencies regarding project issues; conducts in-house training on assigned projects and regulatory processes.
10. Oversees and participates in performing environmental field investigations; conducts compliance work and special studies requiring technical expertise and knowledge in environmental land use, planning, maritime and sustainability disciplines; plans and organizes site environmental assessments and field investigations; plans and directs field sampling and other environmental survey activities and efforts associated with sustainability, natural resources, stormwater, watersheds, bay water and sediment quality, hazardous waste property inspections and clean-up/mitigation efforts, and their associated educational programs; plans and organizes the activities of field crews for District and tenant environmental compliance investigations; oversees and participates in the compilation and analyses of data and findings and recommends courses of action.
11. Oversees the preparation of and provides recommendations regarding the Port Master Plan and other related plans to obtain approval of Port Master Plan Amendments by the Board of Port Commissioners and certification by the California Coastal Commission for projects.
12. Participates in and monitors reviews of District and tenant development projects to ensure compliance with the California Environmental Quality Act (CEQA), coastal, environmental and other relevant federal, state and local laws, regulations, codes and District policies and procedures; oversees issuance of coastal development permits consistent with CEQA, Coastal Act, San Diego Unified Port District Act and the Port Master Plan.
13. Facilitates planning and environmental activities with other governmental agencies; serves as District's representative on local, regional and national associations of interest to the District's mission; participates in meetings, conferences, conventions and other professional forums to keep abreast of regional/national planning trends and emerging strategies for ports.
14. Leads and executes multiple complex District waterfront arts and activation projects, cultural public policies, programs and strategies. Provides seasoned judgment, creativity and professional expertise regarding best practices in creative placemaking principles; manages the public arts and contemporary art fields cultural programs; provides stewardship and care of art, historical objects and cultural assets; manages activation of District collections management, public parks and event facilities including community-organized event sponsorships and recreational initiatives; and oversees large-scale special events to support

the bay-wide creative economy. Has a broad knowledge of local, state and federal laws, and demonstrates political acumen in dealing with a wide range of internal and external stakeholders, government agencies and diverse assignments. Implements ~~the Public Art Master Plan, Curatorial Strategy~~ and facilitates ~~arts and cultural programs~~ District-wide creative placemaking events and activities that entail substantial, multi-year resource commitments and significant staff coordination, oversight and involvement. Responsibilities allow for broad discretion on issues that require professional analysis, and are complex, interpretive and evaluative in nature.

OTHER DUTIES

1. May act for the department director in that individual's absence.

QUALIFICATIONS

Knowledge of:

1. Project management methodologies and software.
2. Advanced principles, practices and methods of program, administrative and organizational analysis, including work flow analyses and business process reengineering.
3. Advanced principles, practices, tools and techniques of program/project planning and management, including change management and control.
4. Theory, principles and practices of strategic planning and long-term business and operation planning.
5. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
6. Principles, practices and methods of project budgeting and cost control.
7. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
8. Principles, practices and techniques of group process facilitation and conflict resolution.
9. Principles and practices of sound business communication.
10. Principles and practices of effective management and supervision, particularly as applicable to project teams.
11. District Personnel Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Operate Project Management Software.
2. Plan, organize, manage and direct a variety of complex program functions and activities to achieve program/project goals, objectives, timelines and deliverables over a multi-year period.

3. Analyze difficult and complex program, administrative, operational and organizational objectives and issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
4. Collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form.
5. Coordinate program/project activities with multiple stakeholders and facilitate development of consensus among diverse groups and individuals.
6. Apply sound, creative problem solving techniques to resolve difficult program issues and problems.
7. Understand and apply laws, regulations, ordinances and policies applicable to program/project responsibilities.
8. Understand, interpret and respond to internal and external customer needs and expectations.
9. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
10. Present conclusions and recommendations clearly, logically and persuasively to both internal and external program/project stakeholders.
11. Negotiate effectively on behalf of the department and the District.
12. Ensure the maintenance of all required files, records and documentation.
13. Exercise expert independent judgment and initiative in the recognition and resolution of complex and difficult problems within established policy guidelines.
14. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
15. Establish and maintain effective working relationships with all levels of managers and staff, representatives of other agencies, consultants, contractors, the public and others encountered in the course of work.
16. Make public and stakeholder presentations on projects, District initiative, and policies.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in public or business administration, environmental or natural sciences, urban or regional planning, art or art history, or a closely related field; and at least five years of progressively responsible project management or program development, implementation and administration experience. Experience in a public agency is preferred. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; 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.

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and Driver License status on a periodic basis to the San Diego Unified Port District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

If assigned to perform work at any of the District's maritime facilities the incumbent must be able to pass a background check in accordance with current Federal and State requirements.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2016-94~~2017 - x

Dated: ~~June 16, 2016~~June 20, 2017

San Diego Unified Port District

Class Code: B209-UE~~16~~17**CLASS SPECIFICATION****Project Manager, Waterfront Arts & Culture Activation**

FLSA Status: Exempt
 EEOC Job Category: Professionals
 Classified: No
 Union Representation: Unrepresented

GENERAL PURPOSE

Under general direction ~~of the Chief Curator~~, manages, coordinates, and oversees public waterfront arts and activation projects ~~and cultural projects~~ for the San Diego Unified Port District (District); works with District staff, District tenants, stakeholders, artists, ~~contractors~~, consultants, ~~artwork conservators~~, community partners, and vendors to facilitate the ~~construction, installation and maintenance of~~ integration of public artwork, cultural activities, and community special events on the waterfront; ~~;~~ implements the work outlined in ~~the Public Art Master Plan, Curatorial Strategy and~~ District waterfront arts and cultural activation policies; serves as liaison between District departments, staff, advisory committees, and the public ~~for District arts and cultural projects~~; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Project Manager, Waterfront Arts & Culture Activation is responsible for planning and executing multiple ~~_, complex public art/cultural~~ arts and activation projects and creative placemaking initiatives, and coordinating multi-disciplinary project teams ~~and outside consultants~~ to meet the ~~District's department's vision, public art~~ goals, strategies, and objectives. ~~Programs or projects~~ typically entail substantial, multi-year resource commitments and significant staff and community involvement. Incumbents are responsible for administering contracts and facilitating the development ~~construction and installation~~ of public artwork projects, ~~and for including~~ developing detailed project and fiscal plans to ensure that work is completed and installed within budget and timelines. Project Manager may supervise subordinate staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Manages, organizes and ~~administers~~ oversees multiple ~~public waterfront arts and activation~~ projects, events and ~~cultural programs~~ creative placemaking initiatives; continuously tracks projects to ensure they are completed ~~and installed~~ on time and within budget; researches creative placemaking trends, land uses, park usage, and recommends sites and potential future projects; coordinates full life-cycle project meetings ~~with artists, contractors and District staff; directs and coordinates projects with District engineering and construction support services throughout the bid and construction process; confers and works with artists, engineers, and team members throughout the~~

~~design, development, construction, fabrication and installation phases of a project to~~ resolves construction and installation issues as they arise.

2. Provides support and assistance to the ~~Chief Curator~~department's management team -for current and future ~~public waterfront arts and activation program~~ projects ~~and cultural programs~~; assists with developing, implementing and assessing business related public policies ~~and procedures for the public art acquisitions~~; organizes, coordinates and prepares information and materials for the public, media, ~~the Arts & Culture function~~, and ~~Public Art~~advisory cCommittee meetings.
- ~~3.~~ Prepares and disseminates ~~calls for artists, requests for qualifications, and requests for/~~ proposals to announce ~~public art project availability~~opportunities; negotiates contractual obligations. ~~with artists and conservators~~

3.

4. Serves as liaison between District departments, staff and the public for current and future ~~public art~~waterfront arts and activation projects; interfaces with member cities, community and civic leaders, and industry professionals ~~and artists~~.
5. Assists in planning and coordinating multiple arts and cultural events to activate the waterfront ~~and dedications~~.
6. Manages the day-to-day maintenance, conservation, and care of ~~public~~ artworks under the stewardship of the District.

OTHER DUTIES

1. Provides backup for team and interdepartmental members, as necessary.

QUALIFICATIONS

Knowledge of:

1. Advanced principles, practices, tools and techniques of program/project planning and project management, including construction and installation management.
2. Principles and practices of public administration, including purchasing, contracting and maintenance of public records and databases.
3. Principles and practices of effective management and supervision, particularly as applicable to project teams.
4. Contemporary trends and practices in the public art field including artists working in the public realm, and in collaboration with architects and urban planners.
5. Local, national and international artists.
6. Public policy approaches to arts and cultural programs.
7. Current issues and initiatives around art on a local, regional and national basis.

8. Methods and techniques of community interface and public meeting organization.
9. Principles, practices and techniques of negotiation.
10. Principles and practices of sound business communications.
11. Working with contractors, sub-contractors, consultants and -inspectors.
12. Local permitting processes.

Ability to:

1. Plan, manage, organize, oversee and coordinate a variety of ~~complex~~-projects and ~~program~~-department functions simultaneously to achieve District goals, objectives, timelines and deliverables over a multi-year period.
2. Utilize project management software.
3. Understand, explain, interpret and apply federal, state and District requirements regulating the use, placement and maintenance of ~~public-art~~artwork and special events on the waterfront.
4. Analyze and make knowledgeable recommendations on ~~public-art/cultural~~-programs, ~~and~~-projects, events, and creative placemaking strategies.
5. Understand, interpret, apply and explain District policies and practices.
6. Exercise sound expert independent judgment within policy guidelines.
7. Demonstrate tact and diplomacy in dealing with difficult or sensitive issues and situations.
8. Represent the District in negotiations with ~~artists, contractors, vendors~~service providers and community partners or groups.
9. Communicate effectively, orally and in writing.
10. Present initiatives and projects logically and effectively in public meetings.
11. Prepare clear, concise, comprehensive and persuasive reports and other materials.
12. Establish highly -effective working relationships with District management and staff, community ~~leaders~~representatives, stakeholders, developers, the public, and diverse service providers - artists, performers, contractors, ~~developers, and~~ consultants. , the public and others encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in art, visual art, art history, business, planning, public administration, marketing or a closely related field; and three

years of experience with managing projects and programs of similar scope, scale and program complexity. A Master's Degree can be substituted for one year of experience. Time served as a District Intern will count towards the years of experience.

Licenses; Certificates; 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.

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and Driver License status on a periodic basis to the San Diego Unified Port District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

If assigned to perform work at any of the District's maritime facilities, the incumbent must be able to pass a background check in accordance with current Federal and State requirements.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2016-94~~2017 - x

Dated: ~~June 16, 2016~~June 20, 2017

San Diego Unified Port District

Class Code: B923-UE17

CLASS SPECIFICATION SAP Functional Analyst I

FLSA Status: Exempt
 EEOC Job Category: Professionals
 Classified: No
 Union Representation: Unrepresented

GENERAL PURPOSE

With oversight, the SAP Functional Analyst I will provide system support with the direction of a Senior Team Member. The Functional Analyst I will work with senior team members and complete necessary configuration in a specified functional area. The Functional Analyst I will also assist in unit and system testing and complete system configuration documentation. The Functional Analyst I may also participate in business requirements validation, the writing of use and test cases, and production support for minor system issues.

DISTINGUISHING CHARACTERISTICS

Functional Analyst I is a journey-level professional class in the information systems job family. An incumbent is responsible for performing systems configuration, testing, and documentation functions with oversight from senior team members. An incumbent is expected to have analytical, troubleshooting, and documentation skills in order to carry out assigned tasks and functions with oversight and supervision.

Functional Analyst I is distinguished from Functional Analyst II in that an incumbent in the latter class typically has expanded system analysis duties, customer facing responsibility, and incident management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Configure specified functional module(s).
2. Document configuration and system changes.
3. Unit test configuration changes.
4. Write use cases and testing documentation.
5. Provide production support for minor and/or non-complex issues.

OTHER DUTIES

1. Work with senior team members on requirements validation.
2. Assist in system regression testing.

3. Unit testing of configuration and/or system changes.
4. Writing use cases and testing documentation.

QUALIFICATIONS

Ability To:

1. Perform business rule and process analyses and reach sound, logical conclusions regarding user client needs and business requirements.
2. Understand and apply the analysis of functional requirements to the development systems proposals and recommendations for efficient, cost-effective information systems and technology solutions.
3. Troubleshoot, diagnose and resolve complex systems problems.
4. Set priorities and organize work to complete project responsibilities efficiently and effectively.
5. Develop and maintain effective customer-focused client relationships with District managers and end users.
6. Analyze problems and alternatives, develop sound conclusions and recommendations and exercise sound independent judgment within established procedures and general guidelines.
7. Understand and apply department, District, state and federal rules, policies, laws and regulations applicable to areas of responsibility.
8. Read, interpret, explain and apply technical information on business processes, software and hardware for technical and non-technical users.
9. Communicate clearly and effectively to diverse audiences of technical and non-technical personnel, orally and in writing.
10. Prepare clear, concise and comprehensive reports, documentation and other written materials.
11. Exercise sound independent judgment within general guidelines.
12. Use tact and diplomacy when dealing with sensitive, complex, and/or confidential issues.
13. Establish and maintain highly effective customer-focused working relationships with all levels of management, employees, consultants, contractors, vendors and others encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent and six years of progressively responsible experience in the specified SAP module. Graduation from a four-year college or university with a major in computer science, management information systems or a closely-related field; and at least two years of progressively responsible experience in the specified SAP module. Time served as a District Intern counts towards the years of experience.

Possession of a SAP Modular Certification is required.

Licenses; Certificates; 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.

This position is subject to a pre-employment background check.

The Harbor Police Department will conduct a California Department of Justice/FBI fingerprint and criminal history check; Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Criminal arrests and convictions during employment may result in termination or limitations in job duties if reasonable accommodations can be made.

An additional background check may be required to work at the San Diego County Regional Airport Authority (SDCRAA).

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: 2017 – x

Dated: June 20, 2017

San Diego Unified Port District

Class Code: B924-UE17

CLASS SPECIFICATION SAP Functional Analyst II

FLSA Status: Exempt
 EEOC Job Category: Professionals
 Classified: No
 Union Representation: Unrepresented

GENERAL PURPOSE

The SAP Functional Analyst II will provide system support and lead configuration efforts for the specified module. The Functional Analyst II will work with junior and senior team members and complete complex configuration in the specified functional area. The Functional Analyst 2 will also perform unit and system testing, as well as UAT testing and test scripts. The Functional Analyst II will also participate in business requirements gathering, system and business process design and reengineering, and leadership of junior resources.

DISTINGUISHING CHARACTERISTICS

Functional Analyst II is an advanced journey-level professional class in the information systems job family. An incumbent is responsible for performing systems analysis, configuration, testing, and documentation functions. An incumbent is expected to have advanced analytical, troubleshooting, and business process and reengineering skills in order to carry out assigned tasks and functions with little or no oversight.

Functional Analyst II is distinguished from Functional Analyst III in that an incumbent in the latter class typically has expanded system analysis duties in multiple functional areas and responsible for architecting integrated solutions with other SAP modules or external systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Partner and consult with technical and business teams on new and existing problems and issues
2. Perform business requirements gathering and validation
3. Effectively communicate with the business on an ongoing, proactive basis to help ensure that applications are most effectively optimized
4. Manage incidents related to break/fix issues, enhancements, and new systems design related to new business and/or system processes
5. Solve day-to-day technical and functional issues
6. Gather business requirements and architect design for small to medium projects

7. Work closely with project teams and project management - provide key input and execution of tasks for specified functional area(s)

OTHER DUTIES

1. Take initiative and action with a drive to achieve and be successful
2. Seek out challenging situations and encourage others with positive and energetic support and enthusiasm.
3. Demonstrate compassion and understanding; open to other view points in the interest of achieving best possible outcomes
4. Build positive relationships by listening well to various points of views
5. Ability to communicate within an organization at all levels
6. Willingness to take responsibility for mistake and exhibit professional behavior
7. Ability to prioritize time and tasks with little direction in order to complete work on schedule; organized and efficient; ability to bring order to complex and competing demands.
8. Understands and applies general business practices where appropriate; ability to articulate business value propositions to customers, supervisors, and peers.
9. Uses logic and analytical methods to identify solutions resulting in effective problem resolution
10. Able to visualize, articulate, and solve complex problems
11. Identify process improvement opportunities and work with appropriate teams, departments, individuals, etc. to facilitate the change

Ability To:

1. Perform business rule and process analyses and reach sound, logical conclusions regarding user client needs and business requirements.
2. Understand and apply the analysis of functional requirements to the development systems proposals and recommendations for efficient, cost-effective information systems and technology solutions.
3. Troubleshoot, diagnose and resolve complex systems problems.
4. Set priorities and organize work to complete project responsibilities efficiently and effectively.

5. Analyze problems and alternatives, develop sound conclusions and recommendations and exercise sound independent judgment within established procedures and general guidelines.
6. Understand and apply department, District, state and federal rules, policies, laws and regulations applicable to areas of responsibility.
7. Read, interpret, explain and apply technical information on business processes, software and hardware for technical and non-technical users.
8. Communicate clearly and effectively to diverse audiences of technical and non-technical personnel, orally and in writing.
9. Prepare clear, concise and comprehensive reports, documentation and other written materials.
10. Exercise sound independent judgment within general guidelines.
11. Use tact and diplomacy when dealing with sensitive, complex, and/or confidential issues.
12. Establish and maintain highly effective customer-focused working relationships with all levels of management, employees, consultants, contractors, vendors and others encountered in the course of work.
13. Plan, organize and integrate and collaboration with other units and departments to optimize results.
14. Analyze customer business and technology needs, formulate conceptual frameworks, and apply state-of-the-art technology in developing integrated, efficient, and cost effective solutions.
15. Learn and understand customer business processes and requirements to the depth needed to consult effectively on solutions to current and future business needs.
16. Identify information management issues and opportunities, analyze problems and alternatives, and develop sound conclusions and recommendations.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent and nine years of progressively responsible experience in the specified SAP module. Graduation from a four-year college or university with a major in computer science, management information systems or a closely-related field; and at least five years of progressively responsible experience in specified SAP module. Time served as a District Intern counts towards the years of experience.

Possession of a SAP Modular Certification is required.

Excellent written and verbal communication skills and ability to communicate effectively at all levels within an organization; Strong analytical and creative-problem solving and critical thinking skills; Strong listening, interpersonal, and organizational skills; Must be self-starter and able to work in an environment that with constant change.

Licenses; Certificates; Special Requirements:

Experience with SAP as a specific Enterprise Resource Planning platform; Integration experience working with various sap modules; Ability to conduct research into systems issues as required; Ability to effectively prioritize and execute tasks consistently; Strong customer service orientation; Experience working in a team-oriented, collaborative environment.

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.

This position is subject to a pre-employment background check.

The Harbor Police Department will conduct a California Department of Justice/FBI fingerprint and criminal history check; Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Criminal arrests and convictions during employment may result in termination or limitations in job duties if reasonable accommodations can be made.

An additional background check may be required to work at the San Diego County Regional Airport Authority (SDCRAA).

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: 2017 - x

Dated: June 20, 2017

San Diego Unified Port District

Class Code: B100-UE~~16~~17**CLASS SPECIFICATION**~~Curator~~ Senior Project Manager, Waterfront Arts & Activation

FLSA Status: Exempt
 EEOC Job Category: Officials and Administrators
 Classified: No
 Union Representation: Unrepresented

GENERAL PURPOSE

Under policy direction, assists ~~the Chief Curator~~ with implementation of the San Diego Unified Port District's (District) waterfront Arts & Cultural programming, and its functions creative placemaking, and community engagement, including ~~oversight implementation~~ strategic plans to activate public parks, open spaces and facilities; and management and development of projects ~~and programs~~ in support of District-wide waterfront arts and cultural activation policies. Represents the District ~~in lieu of the Chief Curator~~ as needed in the community, makes public presentations, regularly interacts with the public, stakeholders, government agencies, District tenants, contractors, and consultants, and serves as a liaison between District departments, staff and advisory committees ~~shares expert advice to members of the District's Executive Leadership Group and to the Board of Port Commissioners on sensitive issues related to arts and cultural matters and concerns~~; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

~~Curator~~ Senior Project Manager, Waterfront Arts & Activation is a professional project program management level classification responsible for the execution of multiple complex District waterfront arts and cultural activation policies, projects programs and waterfront activation strategies. Roles and responsibilities carry a high level of awareness, seasoned judgment, creativity and expertise regarding best practices in ~~the public~~ visual and performing arts and contemporary art fields, collections management, special events management, public space planning, community engagement, state and federal laws, and requires political acumen in dealing with a wide range of internal and external stakeholders and assignments. ~~Curator~~ Senior Project Manager will oversee projects and programs that typically entail substantial, multi-year resource commitments and significant staff coordination and involvement. Responsibilities allow for broad discretion on issues that require professional analysis, and are complex, interpretive and evaluative in nature. ~~Curator~~ Senior Project Manager may supervise ~~Arts & Culture staff, including managers~~ subordinate staff, as assigned.

~~Curator~~ Senior Project Manager is distinguished from ~~Chief Curator~~ other project manager positions in that an incumbent in ~~the former~~ this class serves a senior project team leader and manages more complex works under the guidance of the Chief Curator to develop District arts and cultural goals and business objectives and implement and manage multiple waterfront arts and cultural activation programs projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Leads, plans, manages and develops multiple District ~~waterfront a~~Arts & ~~c~~Cultural ~~e~~
~~programs and~~ projects to activate the waterfront; participates in the development and the creative direction for ~~the Public Art Master Plan and 5-Year Curatorial Strategy~~strategic and curatorial plans; administers District arts and cultural policies; administers the District's and Tenant one percent for art programs per policies; and monitors multiple work programs, services and activities, policies and processes to achieve ~~Arts & Culture~~the department's mission, goals and performance measures.
2. With other members of the ~~Arts & Culture~~department's management team, participates in the development of ~~District's arts and cultural~~department's annual budget and monitors budget performance.
3. Evaluates and oversees the review of proposed donations of artwork, loans and temporary exhibits of artworks from outside parties and sponsorship programs, and provides expert recommendations to ~~Chief Curator~~the department director, Executive Leadership Group, ~~Public Art~~ advisory cCommittees, and the Board of Port Commissioners.
4. Provides staffing support to ~~the Public Art~~Board advisory cCommittees; develops meeting agendas; conducts historical research and presents projects and programs to the committee; provides information and education to committee members on a wide range of public art issues, including ~~public art~~ trends and best practices, programs in other jurisdictions, local community issues and legal precedents.
5. Provides guidance and leadership to project managers and other ~~Arts & Culture~~department staff members.
6. Develops administrative practices and procedures, including processes for stakeholder involvement in program development; facilitates stakeholder meetings, and develops supporting outreach programs to ensure the District is positioned as a world-class arts and cultural center.
7. Leads programs and develops procedures for ~~defining public art~~managing projects ~~and for artist selection~~; prepares and disseminates requests for qualifications and requests for proposals to announce ~~art project availability~~business opportunities.
8. Oversees the preparation of ~~public art~~ publications, brochures and collateral materials for print or website to inform and engage ~~the public~~ communities about the District's Tidelands Collection and waterfront cultural programs and events.
9. Maintains comprehensive public art collections management systems; ensures that the collection is documented, maintained and conserved; schedules and oversees

maintenance for District ~~public artwork; determines whether internal or external maintenance services are needed to properly maintain artwork.~~

10. Participates in special events, functions and activities associated with building support for ~~public art programs~~waterfront activation programs; represents the District in high-visibility public art matters in the community and with the media, District departments, and elected officials; ~~conducts~~makes public presentations and ~~makes~~gives speeches on waterfront ~~public art and specific art~~arts and activation projects.

OTHER DUTIES

~~1. Acts as Chief Curator in that individual's absence.~~

- ~~2.~~1. Participates in regional, state and national industry and professional conferences, committees, workshops, and panels to stay abreast of trends related to District waterfront ~~arts and cultural~~activation activities.

QUALIFICATIONS

Knowledge of:

1. Public policy approaches to public sector arts and cultural programs.
2. Principles and practices of strategic and long-term business planning and budgeting.
3. Methods, processes and guidelines for long-range curatorial planning.
4. Principles, practices and techniques of effective negotiation.
5. Principles and practices of sound business communications.
6. Methods and techniques of stakeholder interface and public and media communications.
7. Methods and practices of public administration, including contracting, purchasing and public record keeping.
8. Current issues, initiatives and best practices on a local, regional, national and international basis, in areas of accountability.
9. Arts and cultural policies; laws; copyright; and practices and methods for developing and implementing comprehensive arts and cultural programs.
10. Advanced methods and techniques of art collection management and stewardship; methods and techniques of conservation and care of artworks and deaccessioning practices.
11. Contemporary trends and practices in the arts and culture field, including artists working in the public art realm and in collaboration with architects and urban planners.
12. Principles and practices of effective management and supervision.

13. District Personnel Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Plan, organize, develop, build support for, administer, direct and evaluate public-facing District-wide programs, services and activities.
2. Analyze and make knowledgeable recommendations on complex arts and cultural issues and [creative placemaking](#) strategies.
3. Articulate the vision for the District's [waterfront](#) arts and ~~cultural~~-[activation projects,grams](#) and to motivate others to embrace that vision to position the District as a world-class arts and cultural destination.
4. Work across District divisions to ensure successful integration of public art components in District and tenant development projects.
5. Understand and apply federal, state and District requirements regulating the use and placement of public art on tidelands.
6. Exercise tact, diplomacy and discretion in dealing with highly sensitive and complex issues.
7. Exercise sound, independent judgment and political acumen.
8. Represent the District in negotiations with tenants and developers, consultants, artists and stakeholder groups.
9. Communicate effectively, orally and in writing.
10. Present programs, services, and activities logically and effectively in public meetings.
11. Conduct historical research; and prepare clear, concise, comprehensive and persuasive reports and other materials.
12. Establish and maintain effective working relationships with District executives and senior management and staff, elected officials, community leaders, artists, tenants and developers, consultants, the media, the public and others encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university, [or Master's Degree program](#), with a major in art, visual arts, art history, public art, arts administration, public or business administration, planning, or a closely related field; and a minimum of ~~six~~-[four](#) years of progressively more responsible management experience in administering ~~programs~~-[projects](#) of similar scope, scale, and complexity to the District, at least ~~four~~-[three](#) years of which were at the

supervisory level. An advanced degree is preferred. A Master's Degree can be substituted for one year of experience. Experience in a public agency is preferred. Time served as a District Intern will count towards the years of experience.

Licenses; Certificates; 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.

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and Driver License status on a periodic basis to the San Diego Unified Port District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

If assigned to perform work at any of the District's maritime facilities, the incumbent must be able to pass a background check in accordance with current Federal and State requirements.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: ~~2016-94~~ 2017 - x

Dated: ~~June 16, 2016~~ June 20, 2017