

**COMMONWEALTH PORTS AUTHORITY**  
**Position Description**

**PORT MANAGER - Saipan**

**Code 1100**

*Nature of Work*

Highly responsible for the overall management and supervision of all phases of port operations at Port of Saipan.

This employee is ungraded and is highly responsible for the overall management and supervision of all phases and functions of Port of Saipan consisting of a large number of personnel. Work is reviewed through conferences with the Executive Director or his designee, on-site inspections and submission of reports. Employee exercises independent judgment in solutions to situations or problems in which no clear precedents exist.

*Examples of Duties (Illustrative)*

1. Plans, coordinates and directs the activities of the seaport operations.
2. Implements rules, regulations, policies and procedures effectively.
3. Responds to crisis, urgent or emergency situations.
4. Ensures safe and orderly movements of vessels, stevedoring, shipping agents, employees and seaport customers.
5. Instructs subordinates in the proper application of methods, practices, procedures and techniques of the respective area of operation, e.g. vessel movements, channel and basin activities, buoy positioning, harbor improvement activities, administrative functions, port maintenance.
6. Applies detailed procedures and manuals at the seaport office.
7. Holds discussions on a regular basis with CPA management, subordinates, seaport tenants and employees to effectively direct the activities of Port of Saipan.
8. Adjusts schedules because of temporary higher work loads or temporary personnel loss.
9. Enforces seaport rules and regulations, and applicable federal maritime regulations.
10. Applies approved terminal tariffs.
11. Establishes and maintains a system of filing records and reporting on activities of Port of Saipan.
12. Establishes and maintains cooperative working relationship with seaport customers and tenants.
13. Monitors and reorganizes work to increase effectiveness, productivity, and job satisfaction.
14. Justifies substantial changes to staffing levels, budgets, priorities and/or services.
15. Prepares budget requirements and departmental capabilities.
16. Assigns and reassigns subordinates based on special qualifications, departmental capabilities, or resources.
17. Explains work requirements and resolves problems.

**Code 1100 continuation**

18. Applies theories, methods and techniques necessary for favorable results.
19. Implements training programs to enhance the skills of seaport employees.
20. Ensures departmental compliance with applicable local, federal regulations, OSHA and requirements of the American Disabilities Act (ADA).
21. Participates in hazardous material control program.
22. Participates in related trade organizations, port associations or related programs which promote sea transportation and ocean commerce in the Pacific region particularly the CNMI.
23. Performs other related duties as assigned.

### ***Minimum Requirements of Work***

1. Knowledge of the specific functions of Port of Saipan operations.
2. Knowledge of CPA as an autonomous agency, rules, regulations and procedures.
3. Knowledge of approved theories, principles, practice and techniques of seaport operations.
4. Knowledge of applicable local ordinances, federal standards and regulations.
5. Ability to apply principles and theories of seaport operations proficiently.
6. Ability to organize, assign and direct assignments to subordinates.
7. Ability to communicate effectively.
8. Ability to motivate personnel.
9. Ability to establish and maintain a cooperative relationship with the public, tenants and agents, and employees.
10. Ability to plan long-term and short-term goals and objectives.

### ***Minimum Qualifications***

Any combination equivalent to graduation from high school (or G.E.D.) and a four (4) year degree from an accredited U.S. college or university with no less than eight (8) years of progressively responsible experience in a U.S. commercial seaport and harbor operations or a major ocean transportation firm of which four (4) years pertain to supervisory experience.

Shall have no record of felony or criminal conviction.

### ***Pay Range***

UNCLASSIFIED

Adopted by CPA Board on October 25, 1995.

Revised and adopted by CPA Board on February 19, 1999.

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