

San Diego Unified Port District**Class Code: A2013-UE11**

CLASS SPECIFICATION
Assistant Chief of Harbor Police

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

GENERAL PURPOSE

Under policy direction, plans, organizes and directs the personnel and activities of assigned branches of the District's Harbor Police Department; serves as second in command to the Chief of Harbor Police; oversees the day-to-day operations of the Harbor Police Department; serves on the senior management team of the Port District; coordinates assigned activities within other branches, departments and outside agencies; provides highly responsible and complex administrative support including projects to the Chief of Harbor Police; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

With policy direction from the Chief of Harbor Police, incumbent of this class is responsible for directing the programs and activities of the department within the scope of the Port's values, strategic plans, and executive leadership philosophy. Responsibilities are broad in scope, allow for a high degree of administrative discretion, and are evaluated in terms of results and overall effectiveness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Serves as second in command to the Chief of Harbor Police; oversees the day-to-day operations of the Harbor Police Department; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate to achieve department and Port mission, strategic and business plans, goals and performance measures.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures; prepares and presents staff reports and other necessary correspondence.
3. Oversees the development and implementation of initiatives, policies and programs to strengthen community partnerships, public awareness, crime prevention and support for department programs and policies. Ensures department effectiveness in successfully carrying out the goals and objectives of the department's community policing program.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing

levels. Provides leadership to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the Port'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.

5. Oversees and participates in the development and administration of programs, policies and processes to achieve department and Port mission, strategic and business plans, goals and performance measures; participates in development of and monitors performance against the department's and Port's budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
6. Prepares special reports on police activities; receives and evaluates a variety of documents, reports, statistical information and recommendations for assigned branch.
7. Serves as the liaison for the Harbor Police Department with other branches, departments, elected officials, media, and outside agencies; negotiates and resolves sensitive and controversial issues; cooperates with other law enforcement agencies in the apprehension of criminals; assists with planning special operations and task forces.
8. Participates on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
9. Meets with officials and other agencies on departmental operational and administrative matters; serves as a member of law enforcement committees, boards and ad hoc groups; negotiates and coordinates with federal, state and local agencies on critical and complex matters.
10. Studies crime reports and current literature in law enforcement to determine trends and make recommendations for changes in organization and operating policies and procedures.
11. Selects, trains, motivates, and evaluates assigned personnel; oversees and coordinates police training programs; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
12. Plans, directs, coordinates, and reviews the work plan for assigned staff; determines need for police action and assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
13. Ensures compliance with department policies, procedures and regulations; oversees the management of the department's Professional Standards Unit.
14. Oversees, directs and implements Homeland Security and Emergency Management functions of the Port and the Harbor Police Department; serves as a member of the Port's Emergency Operations Center team.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints; responds to questions and information requests from citizens and outside agencies.
16. Serves as acting Chief of Harbor Police as assigned; acts on behalf of the Chief of Harbor

Police in the absence of same.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; principles of program development and administration.
2. Principles and practices of effective management and supervision including training and performance evaluation; labor relations and contract negotiations.
3. Effective community and public relations methods and practices; principles of customer service. Theory, principles, practices and methods of community-oriented policing and problem-solving.
4. Theory, principles, practices and techniques of police administration, criminal justice, modern patrol and criminal investigation techniques, and crime prevention.
5. Functions and responsibilities of the modern police management.
6. Principles of modern police administration and of accepted practices and procedures of police science.
7. Proper and effective methods of deploying police officers in accordance with actual and anticipated emergencies.
8. Homeland Security and Emergency Management operations.
9. Criminal law, with particular emphasis on the apprehension, arrest and prosecution of law violators.
10. Law enforcement theory, principles and practices and their application to a wide variety of services and programs.
11. Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities, including investigation and identification, patrol, traffic control, crime prevention, records management, and care and custody of persons and property.
12. Use of firearms and other modern police equipment.
13. Pertinent federal, state, and local laws, codes and regulations including recent court decisions and how they affect assigned operations.

Ability to:

1. Oversee and participate in the management of the Port District and all assigned Branches of the Harbor Police Department.

2. Plan, direct, supervise and coordinate the work and personnel of a large, complex municipal law enforcement function.
3. Oversee a diverse staff of technical, professional, sworn and civilian personnel.
4. Assure that the goals and mission of the Harbor Police Department are carried out and consistent with the Port mission, strategic and business plans, goals and performance measures.
5. Prepare and administer large and complex budgets.
6. Research, analyze and evaluate new service delivery methods and techniques.
7. Respond to requests and inquiries from the general public.
8. Present information, proposals and recommendations clearly and persuasively.
9. Establish and maintain effective relationships with officials, District executives and managers, labor organizations and their representatives, officials of other governmental agencies, community and business organizations, the media, employees and the public.
10. Interpret and explain law enforcement policies and procedures.
11. Exercise sound, expert independent judgment within general policy guidelines.
12. Exercise tact and diplomacy in dealing with sensitive, complex and often confidential issues and situations.
13. Prepare clear, concise and comprehensive reports, studies and other written materials.
14. Instruct and advise subordinates in all pertinent phases of law enforcement and police procedures.
15. Analyze and interpret police problems and criminal evidence.
16. Analyze problems, identify alternative solutions, project consequences of proposed actions and make sound recommendations on complex management and public safety issues.
17. Interpret, apply, and make decisions in accordance with applicable federal, state and local policies, laws and regulations.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in police science, law enforcement, criminal justice, public administration, homeland security or a closely related field is preferred; and seven years of increasingly responsible law enforcement experience, including at least two years of management experience as a Police Captain or equivalent.

Management experience in a Federal Law Enforcement Agency at the equivalent rate of Captain may be substituted for police management experience. Military command experience at the rank of O-4 or higher may be substituted for police management experience. Time served as a District intern will count towards the years of experience.

Licenses; Certificates; Special Requirements:

Certain assignments may require a valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Must obtain a California Police Officer Standards and Training (POST) Basic Certificate within one year of appointment.

Possession of an Advanced POST Certificate or a POST Management Certificate is preferred. Graduation from the FBI National Academy or POST Command College is also preferred.

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 #: 2025 - 145

Dated: June 6, 2025

San Diego Unified Port District

Class Code: A2030-UE15

CLASS SPECIFICATION
Assistant Director, Field Operations

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

GENERAL PURPOSE

Under general direction, plans, organizes, manages and participates in the work of staff engaged in providing financial management, budget administration, contract management and administration, administrative support and other business services in support of department management and staff; the work of skilled and semi-skilled crews and personnel engaged in the construction, maintenance and repair of the District's buildings, structures, public works and harbor infrastructure and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Plans, organizes and manages the work of staff providing a wide variety of personnel, budget, finance, contracting and other business and administrative support services to the Field Operations Department. Incumbent oversees, coordinates and participates in development of department personnel, operating and capital budgets and advises department management on the issues, scope and appropriate resolution of complex budget and financial problems. Researches, develops and implements operational policies and procedures for department administrative functions and may oversee a variety of department-specific business and administrative processes. Plans and administers the preventive, predictive and corrective maintenance programs for the District's physical plant and public works infrastructure. With direction from the department head, develops and implements operational goals and programs to achieve the Field Operations Department's overall goals and objectives. Responsibilities require independent judgment on issues that are complex, interpretive and evaluative in nature. Programs and activities are implemented and carried out through subordinate unit supervisors. Responsibilities and assignments are complex, require a thorough understanding of District and department policies, practices and procedures and involve significant accountability and 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. Plans, organizes, controls, integrates and evaluates the work of assigned units; with subordinate supervisors and staff, develops, implements and monitors work plans to achieve department mission, goals and performance measures; participates in the development of and monitors performance against the department's budget; manages, recommends and oversees the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve District and department

goals, objectives and performance measures consistent with the District's quality and customer service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned supervisors 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 federal, state and local laws and regulations, District human resources Rules and Regulations, policies and labor contract provisions.
3. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support 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. Prepares or directs the preparation of a wide variety of studies and reports related to the construction, inspection, maintenance and repair of the District's physical plant and public works and harbor infrastructure.
5. Establishes planning goals for assigned sections; sets and communicates priorities to subordinate supervisors; provides general direction and oversight related to the activities of crews and personnel engaged in construction, inspection, maintenance and repair activities.
6. Directs, participates in, coordinates preparation of and administers the department's operating and capital budgets; supervises and participates in annual and multi-year financial plans and revenue forecasts; studies, develops and recommends financial policies to meet department needs and requirements; monitors budget performance reports and prepares periodic analyses and reports for use by management; develops budget inputs and recommends budget adjustments; approves invoices for payment.
7. Manages and supervises the activities of staff engaged in performing budget development and monitoring, revenue and expenditure analyses, managing and administering contracts and computer systems management; develops and implements operational policies and procedures to ensure department conformance with District policies and standards; analyzes financial, budgetary and related processes, identifies financial problems, issues and challenges; establishes and administers financial and budgetary controls; assists department management in addressing financial, budget and related matters.
8. Participates in department strategic planning processes and develops strategic and business plans to execute strategy in areas of assigned responsibility; manages and oversees process improvement, reengineering and strategic planning processes and activities; researches and implements industry best practices to improve department functions and better meet customer service standards; sets department performance standards, measures department performance and makes recommendations for

improvement; conducts site visits and performs quality assurance by observing department staff and inspecting facilities; initiates corrective actions as needed.

9. Supervises and participates in studies of department operational and administrative processes and practices to identify process, productivity and cost improvements; recommends changes to improve productivity and service while reducing costs.
10. Represents the department in meetings with District officials and staff on a variety of business operations matters; makes presentations before outside groups and agencies; coordinates and consults with other departments and agencies to ensure work programs and objectives are consistent; manages or develops policy in related areas.
11. Coordinates development and administers interagency agreements for a variety of purposes; develops and administers contracts; publishes contracting procedures; develops and approves work scope; issues requests for bids, evaluates bidders and recommends awards; negotiates terms of contracts and monitors contract execution; approves contract payments; recommends amendments to address changing requirements and unanticipated circumstances; resolves contract issues as they arise.
12. Interfaces with customers to ensure department operations meet District and department customer service standards; establishes department customer service requirements and sets priorities; resolves customer complaints and issues; develops and maintains a customer network.
13. Manages and supervises the activities of staff engaged in performing maintenance scheduling functions; researches and implements industry best practices to improve work reception, scheduling, estimating and overall work management.
14. Monitors and inspects progress of projects in the field, through reports, interaction with subordinates and the review of completed work orders; evaluates the level of service provided as a basis for making improvements to productivity and cost effectiveness; evaluates work methods and procedures, staffing, equipment, scheduling practices, productivity and costs as guides to improved practices.
15. Develops strategies within the department to create a safety culture that is consistent with District loss-control goals; provides leadership and sets an example that reflects the importance of safe work practices.
16. Evaluates department personnel requirements; audits department operations; reviews programs, activities and performance; reviews and approves proposed actions and recommendations of subordinates on hiring, discharge, disciplinary action, grievance resolution and performance evaluations; assures uniform labor contract administration.

OTHER DUTIES

1. May oversee and direct a variety of other management and administrative support functions.

2. May serve as project leader for assigned special projects and program initiatives, including defining project objectives, establishing project schedules and monitoring project completion on schedule and budget.

QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques involved in the construction, inspection, maintenance and operation of public works-related buildings, structures and facilities
2. Principles and practices of public administration, including budget and financial planning, contracting and maintenance of public records.
3. Principles, practices, methods and techniques of financial analysis and forecasting.
4. Principles, practices and methods of public agency budget development and management.
5. Practices and procedures of enterprise and governmental accounting, including cost and project accounting and methods of financial control and reporting.
6. Project management and internal control principles and practices.
7. Safe work practices and safety equipment related to the work.
8. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
9. District operations and functions and associated financial management, budgeting and business operation issues and challenges.
10. Research methods and statistical and financial analysis techniques.
11. Principles and practices of computer-based financial and accounting systems.
12. Principles and practices of effective management and supervision.
13. District human resources Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Plan, organize, manage and direct a variety of complex work programs, financial and accounting functions and operations programs and activities.
2. Analyze, evaluate and make sound recommendations on complex financial data and operations.
3. Represent the District effectively in negotiations.
4. Define complex financial issues, perform difficult and complex analysis and research, evaluate alternatives and develop sound conclusions and recommendations.

5. Understand, interpret, explain and apply District, state, and federal policy, law, regulation 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 bureau.
9. Prepare clear, concise and comprehensive reports, correspondence, reports, studies and other written materials.
10. Exercise sound, expert independent judgment 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 with all levels of District and department management, employees, 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, finance or a closely related field; and eight years of progressively responsible finance, budgeting and administrative experience, and experience in the construction, inspection and maintenance of public works facilities at least three years of which were at a supervisory level. Experience in a public agency is preferred.

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 #: 2025 - 145

Dated: June 6, 2025

San Diego Unified Port District

Class Code: A1025-UE21

CLASS SPECIFICATION Chief Administration Officer

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

GENERAL PURPOSE

Under general policy direction from the Executive Director (President/CEO), plans, organizes and directs the activities of the Administration Branch; directs and manages the development of short- and long-term goals and objectives consistent with the District's strategic and business plans and ensures their effective execution; ensures all assigned operations and functions serve the needs of internal and external customers, while complying with applicable laws and regulations; provides leadership and expert advice and counsel to the Board of Port Commissioners, Executive Director (President/CEO) and all levels of management on District-wide matters related to corporate and administrative services and other areas of functional responsibility; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing, directing and integrating the functions, programs and activities of assigned branches and departments. With the Executive Director (President/CEO) and other executives, the incumbent provides strategic leadership and participates in development of short- and long-term organizational and administrative strategies and plans to meet operational and service delivery objectives while making optimal utilization of the District's resources. The incumbent also provides strategic leadership in the development and implementation of policies and procedures, systems and processes for the delivery of centralized corporate and administrative services. Responsibilities are broad in scope and involve highly sensitive and publicly visible functions and programs that require a high degree of policy, program and management discretion. Results are evaluated in terms of overall effectiveness.

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. As Chief Administrative Officer, plans, organizes, controls, integrates and evaluates the work of assigned branches and departments to ensure operations and services comply with the policies and strategic direction set by the Board and Executive Director (President/CEO) and are in conformance with all applicable laws and regulations; participates in formulation of the District strategic plan and other long-range business, facilities and resource plans; with assigned branch and department heads, develops, implements and monitors short and long-term plans, goals and objectives focused on achieving District mission, vision, strategic plan, core values, guiding principles and Board priorities; directs development of assigned department operating and capital improvement budgets; monitors implementation of adopted budgets; directs the development, implementation and evaluation of plans, programs, projects, policies, systems, financial strategies and procedures to achieve short- and long-term District-wide objectives and work standards within assigned areas of accountability.

2. With other members of the executive team, exercises leadership and participates in the development of District's strategic plan and development of key strategic initiatives, business plans and operational/resource priorities to achieve long-term and short-term goals and priorities, in alignment with the District's core values and guiding principles.
3. Provides leadership and works with directors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices. Provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, organizes, directs and evaluates the performance of assigned directors 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 federal, state and local laws and regulations, District Personnel Rules and Regulations, policies and labor contract agreements.
5. Participates in assessing regional, industry, community and customer needs and ensures branch and department objectives and priorities are focused on meeting those needs effectively, efficiently, and with high quality service; directs development and implementation of initiatives for service and quality improvement and customer satisfaction enhancement.
6. Directs, coordinates and participates in the preparation of analyses and recommendations regarding policy issues and long-range plans to address District development, operational and administrative objectives; advises the Executive Director (President/CEO) regarding policy issues, programs and projects to meet needs in a manner that most appropriately supports business and economic development.
7. Interprets Executive Director (President/CEO) and Board policies, instructions and requests; makes interpretations of Code, ordinances, policies, and applicable laws and regulations to ensure compliance within assigned areas of accountability.
8. Supervises and participates in the analysis of proposed legislation and regulation; participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with District interests and needs; represents the District as requested or assigned in dealings with member cities, federal and state agencies, industry and professional organizations, elected officials from all levels of government and business and community leaders; may represent the District dealings with the media often on difficult, sensitive and potentially volatile issues and situations.
9. Within assigned areas of accountability, serves as the District's representative to professional, industry and community groups and customers and to other agencies, organizations and individuals.
10. Oversees District labor negotiations and labor-management relations processes.
11. Oversees corporate learning and development programs; ensures that District policies and applicable law and regulations governing equal opportunity in employment.
12. As Chief Administrative Officer, ensures the development and maintenance of internal policy, procedure and management systems infrastructure to support District operations and organizational growth; oversees the creation and maintenance of comprehensive, effective

human resource management programs, policies and systems consistent with legal requirements; .

13. Participates in major negotiations with contractors, consultants, vendors and other public agencies.

OTHER DUTIES

1. May act for the Executive Director (President/CEO) in that individual's absence.
2. Participates in regional, state and national industry and professional meetings and conferences to stay abreast of trends and technology related to District operations, particularly in areas of assigned accountability.

QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of organization design and development, public administration, human resource management, labor and employee relations, training and development and equal opportunity management/diversity as they apply to a complex port district.
2. Principles and practices of strategic and long-term business planning.
3. Federal, California state and local laws, regulations and court decisions applicable to areas of functional responsibility, including the Brown Act and Public Records Act.
4. District functions and associated management, human resource, labor relations, organizational development and public policy issues.
5. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
6. Organization and functions of a public board and law and regulations governing the conduct of public meetings.
7. Research methods and analysis techniques.
8. Principles and practices of sound business communication.
9. Principles and practices of effective management and supervision.

Ability to:

1. Plan, organize, direct and integrate the diverse functions, operations and objectives of assigned branches and departments.
2. Define complex public policy, management, operational, human resource, organizational and administrative issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Understand and apply local, California state and federal policy, law, regulation and court decisions applicable to areas of responsibility.
4. Understand and apply court decisions and proposed legislation and programs in terms of their implications and impacts on District programs, operations and policies.

5. Present proposals and recommendations clearly, 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. Develop, implement and enforce appropriate procedures and controls in areas of assigned functional responsibility.
8. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
9. Exercise sound, expert independent judgment within policy guidelines.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Establish and maintain effective working relationships with Commissioners, all levels of District management, other elected and appointed governmental officials, consultants, vendors, employees, union representatives, media representatives, the public and others encountered in the course of work.
12. Understand, interpret, explain, and apply District Personnel Rules and Regulations, policies and labor contract provisions.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in public or business administration, or a closely related/relevant field; and at least twelve years of progressively responsible management experience in the administration and operation of a public enterprise similar in size, scope and complexity to the District. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

Certain assignments may require a valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

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 #: 2025 - 145

Dated: June 6, 2025

San Diego Unified Port District

Class Code: A1150-UE03

CLASS SPECIFICATION Chief Financial Officer

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

GENERAL PURPOSE

Under policy direction; directs, integrates and oversees the San Diego Unified Port District (District)'s Financial Services Procurement Services, Safety & Risk Management, including budgeting, accounting, financial analysis, financial reporting, financial forecasting, and execution of the District's capital improvement and major maintenance programs; serves as the District's Treasurer; provides professional assistance and support to District management and the Board of District Commissioners on financial, accounting, financing, safety, and economic related matters; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The incumbent of this class is responsible for directing and integrating comprehensive financial and engineering and construction services and strategies for the District and is held accountable for ensuring that functions are in compliance with District policies, procedures, goals and objectives, relevant laws and regulations and professional standards and practices. Areas of responsibility include: budgeting, finance, treasury services, and engineering and construction services. The incumbent is expected to make high-level decisions within general policy guidelines and utilize exemplary judgment, discretion and analytical skills on matters that are critical to the financial success of the District.

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 branch; exercises executive responsibility for achieving branch business, operational and program results; with subordinate directors and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve branch and District mission, strategic and business plans, goals and performance measures; directs development of and monitors performance against the branch's and District's budget.
2. With other members of the executive team, exercises leadership and participates in the development of District's strategic plan and development of key strategic initiatives,

business plans and operational/resource priorities to achieve long-term and short-term goals and priorities, in alignment with the District's core values and guiding principles.

3. Provides leadership and works with directors 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, organizes, directs and evaluates the performance of assigned directors 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 federal, state and local laws and regulations, District Personnel Rules and Regulations, policies and labor contract agreements.
5. Directs the District's budget administration activities and functions; directs, oversees and approves development and implementation of budget processes, policies and procedures; prepares and delivers budget presentations, which include sensitive and confidential information to senior management and the Board of Port Commissioners; directs and oversees maintenance of controls over expenditures.
6. Directs the District's financial reporting and accounting activities and operations; analyzes the District's financial condition and determines and implements plans to ensure financial performance of the District meets established targets; ensures that all regulatory reporting requirements are met and that regulatory reports are accurate, complete, clear and comprehensive; directs and oversees the completion of financial planning activities and analyses.
7. Provides professional expertise, analyses, advice and consultation in matters of importance to the District; represents District management in presentations to the Board of Port Commissioners concerning business and financial issues; represents the District in business and financial activities and negotiations with other governmental agencies and community interest groups.
8. As District Treasurer, directs and manages the District's public financing, investment and cash management programs; proposes capital financing and investment guidelines and alternatives; ensures compliance of financing and investment activities with policy requirements; oversees the monitoring and evaluation of investment performance and strategies; monitors capital markets and works with debt rating agencies, investment banking firms, bond insurers, trustees, institutional and retail investors and banks in the issuance of revenue bonds or other debt; monitors the interest rate market to remain alert for refunding opportunities; stays abreast of laws and regulations governing public agency and capital financing strategies; oversees accounts receivable collections activities.

OTHER DUTIES

1. May act for the Executive Director (President/CEO) in that individual's absence.
2. Participates in regional, state and national industry and professional meetings and conferences to stay abreast of trends and technology related to District operations, particularly in areas of assigned accountability.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
2. Principles and practices of strategic and long-term business planning.
3. Principles and practices of cost and fixed asset accounting.
4. Internal control and audit principles and practices.
5. GAAP, FASB and GASB accounting standards and requirements.
6. Principles and practices of public agency budgeting.
7. Practices and methods of public agency financing.
8. District functions and associated financial, procurement, and safety issues.
9. Principles and practices of business data processing particularly related to the processing of accounting and financial information.
10. Federal and state laws, codes and regulations and District policies and practices applicable to areas of functional responsibility.
11. Principles, practices, laws and regulations governing the investment and management of public funds.
12. Principles, practices, methods, techniques and terminology used in treasury management.
13. Investment vehicles and the operations of financial markets and institutions.
14. Practices and legal precedents governing commercial banking relationships.
15. Principles and practices of sound business communication.
16. Principles and practices of effective management and supervision.
17. District Personnel Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Plan, organize, manage, direct and integrate a broad range of comprehensive financial, accounting, treasury and related services which support District operations and achievement of District strategy, goals and objectives.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Evaluate financial programs, procedures and controls and make sound recommendations for improvement.
4. Evaluate the soundness and earnings potential of investment vehicles.
5. Evaluate complex investment vehicles and strategies and make sound, prudent investment decisions.
6. Understand, interpret, explain and apply District policies and state and federal laws regulating District financial accounting, reporting and recordkeeping.
7. Analyze complex financial data and perform complicated mathematical calculations.
8. Prepare clear, concise and comprehensive financial statements, reports and written materials.
9. Exercise sound expert independent judgment and political acumen within general policy guidelines.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues.
11. Negotiate effectively on behalf of the District.
12. Establish and maintain effective working relationships with Commissioners, all levels of District management, auditors, representatives of other governmental agencies, business and community leaders, consultants, the media 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 accounting, finance, business administration or a closely related field; and ten years of increasingly responsible financial 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:

Certified Public Accountant or Certified Management Accountant is preferred.

Designation as a Chartered Financial Analyst is preferred.

Certain assignments may require a valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

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 #: 2025 - 145

Dated: June 6, 2025

San Diego Unified Port District

Class Code: A1026-UE21

CLASS SPECIFICATION
Chief Government and Public Relations Officer

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

GENERAL PURPOSE

Under general policy direction from the President/CEO, plans, organizes and directs the activities of assigned branch, which includes the Government & Civic Relations, Communication and Community Engagement, Parks and Recreation departments and Energy Team. Directs and manages the development of short- and long-term goals and objectives for these branches and departments and consistent with the San Diego Unified Port District's (District) public policy plans and ensures their effective execution; ensures all assigned operations and services meet the needs of internal and external customers, while complying with applicable board policies, laws, and regulations; provides leadership, expert advice and counsel to the Board of Port Commissioners (Board), President/CEO and all levels of management on District-wide matters related to areas of functional responsibility; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Chief Government and Public Relations Officer is responsible for managing and integrating broad, comprehensive government & community relations programs and services for the Port to enhance its image with key stakeholders and the community, be responsive to its publics and promote its economic and financial success. The incumbent provides expert advice and counsel to the President/CEO, other Vice Presidents and members of the Board of Port Commissioners regarding government & community relations outreach and communications with key stakeholders on issues of substantial visibility, impact and sensitivity.

Responsibilities require a broad knowledge of operations, programs and activities and the exercise of creativity, initiative, independent judgment and exceptional political acumen in order to promptly address the issues and concerns of both internal and external stakeholders, often on a moment's notice or in crisis situations. Responsibilities allow for broad discretion on issues that are complex, interpretive and evaluative in nature.

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 assigned branch; exercises executive responsibility for achieving department business, operational and program results; with subordinate staff, develops, integrates, implements and monitors work programs, policies and processes to achieve branch and Port mission, strategic and

business plans, goals and performance measures; directs development of and monitors performance against the department's and Port's budget.

2. With other members of the executive team, exercises leadership and participates in the development of Port's strategic plan and development of key strategic initiatives, business plans and operational/resource priorities to achieve long-term and short-term goals and priorities, in alignment with the Port's core values and guiding principles.
3. Provides leadership and works with staff to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the Port'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, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District Personnel Rules and Regulations, policies and labor contract agreements.
5. Directs, manages, plans and oversees implementation, execution direction and strategy of approved legislative programs, including development and recommendation of tactics, methods and resources to advance District objectives and protect it from external threats; develops and proposes a legislative agenda, including soliciting and integrating departmental legislative priorities, conducting executive and board work sessions to establish priorities and objectives within the context of the local state/federal legislative and political environment; ensures representation of District interests at legislative sessions, at interim committees, work groups, negotiations and discussions.
6. Provides expertise, guidance and assistance to staff, senior management, Commissioners, other Port personnel, Port tenants and external customers on government relation strategies; analyzes situations, evaluates specialized information and provides strategic decisions and recommendations on a wide array of matters regarding various activities and projects of the Port and its tenants; understands, enforces, interprets and explains complex regulations, laws and guidelines.
7. Works with board members, District executives and managers to oversee the development of information and materials for use in advocating for District positions; approves position statements; manages the coordination and involvement of District officials and retained outside lobbyists in promoting legislative positions.
8. Develops and maintains effective relationships with members of the legislature, other state elected and appointed officials, members of Congress, other units of government, representatives of state and federal agencies, business and citizen groups, public and

private sector associations for the purpose of advancing matters important to the District; participates in applicable lobby coalitions when appropriate.

9. Participates in assessing regional, industry, community and customer needs and ensures branch and department objectives and priorities are focused on meeting those needs effectively, efficiently, and with high quality service; directs development and implementation of initiatives for service and quality improvement and customer satisfaction enhancement.
10. Directs, coordinates and participates in the preparation of analyses and recommendations regarding policy issues and long-range plans to address Port development, operational and administrative objectives; advises the Executive Vice Presidents and/or Executive Director (President/CEO) regarding policy issues, programs and projects to meet needs in a manner that most appropriately supports business and economic development in San Diego County; advises and assists the Executive Director (President/CEO) in identifying, articulating and implementing policies, programs and projects.
11. Interprets Executive Director (President/CEO) and Board policies, instructions and requests; makes interpretations of Code, ordinances, policies, and applicable laws and regulations to ensure compliance within assigned areas of accountability.
12. Supervises and participates in the analysis of proposed legislation and regulation; participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with Port interests and needs; represents the Port as requested or assigned in dealings with member cities, federal and state agencies, industry and professional organizations, elected officials from all levels of government and business and community leaders.
13. Within assigned areas of accountability, serves as the District's representative to professional, industry and community groups and customers and to other agencies, organizations and individuals.
14. Supervises all intergovernmental relations and participates in the analysis of proposed legislation and regulations. Leads District and industry intergovernmental activities to influence legislative and regulatory change consistent with District interests and needs; represents the District in dealings with member cities, federal and state agencies, industry and professional organizations, elected officials from all levels of government and business and community leaders.

OTHER DUTIES

1. May act for the Executive Director (President/CEO) in that individual's absence.
2. Participates in regional, state and national industry and professional meetings and conferences to stay abreast of trends and technology related to District operations, particularly in areas of assigned accountability.

QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of strategic planning, intergovernmental relations, legislative and regulatory processes, performance management, , technology planning and operations and organization design, and development, public administration, human resources management, labor and employee relations, training and development and equal opportunity management/diversity, applicable to the assigned areas of responsibility.
2. Principles and practices of strategic and long-term business planning.
3. Federal, state and local laws, regulations and court decisions applicable to areas of functional responsibility. Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
4. District functions and associated management, human resources, organizational development, operational and public policy issues as necessary in areas of responsibility.
5. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
6. Organization and functions of a public board and law and regulations governing the conduct of public meetings.
7. Research methods and analysis techniques.
8. Principles and practices of sound business communication.
9. Principles and practices of effective management and supervision.
10. District Personnel Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Plan, organize, direct and integrate the diverse functions, services, operations and objectives of assigned branches and departments.
2. Define complex public policy, management, operational, maritime, environmental, real estate, human resources, organizational, facilities and capital construction issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Understand and apply local, state and federal policy, law, regulation and court decisions applicable to areas of responsibility.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings on a variety of sensitive or fiscally important programs or operations.
5. Represent the District effectively in negotiations with both private business entities and other public agencies.

6. Develop, implement and enforce appropriate procedures and controls in areas of assigned functional responsibility.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment within policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
10. Establish and maintain effective working relationships with Commissioners, all levels of District management, other elected and appointed governmental officials, real estate developers, District leasehold tenants, consultants, vendors, employees, union representatives, media representatives, 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, communications, or a relevant field; and at least twelve years of progressively responsible management experience in the administration and operation of a public or private enterprise similar in size, scope and complexity to the District. Time served as a District Intern will count towards the years of experience.

Licenses; Certificates; Special Requirements:

Certain assignments may require a valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

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 #: 2025 - 145

Dated: June 6, 2025

San Diego Unified Port District

Class Code: A2069-UE19

CLASS SPECIFICATION
Chief Operations Officer

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

GENERAL PURPOSE

Under policy direction, plans, organizes, and directs all functions and activities of the Port of San Diego's Business Operations including the Real Estate, Maritime & Operations, Engineering and Construction, Field Operations; directs and manages the development of short- and long-term goals and objectives consistent with the Port's strategic and business plans and ensures their effective execution; ensures all assigned operations and functions serve the needs of internal and external customers, while complying with applicable laws and regulations; provides leadership and expert advice and counsel to the Board of Port Commissioners, Executive Director, and all levels of management on Port-wide matters related to corporate and administrative services and other areas of functional responsibility; fosters cooperative working relationships among Port departments and with intergovernmental agencies, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Executive Director in areas of expertise; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing, directing, controlling and integrating the functions, programs and activities of assigned branches and departments conducting district operations. With the Executive Director (President/CEO) and other executives, the incumbent provides strategic leadership and participates in development of short- and long-term organizational and administrative strategies and plans to meet operational and service delivery objectives while making optimal utilization of the District's resources. The incumbent also provides strategic leadership in the development and implementation of policies and procedures, systems and processes for the delivery of centralized corporate and administrative services. Responsibilities are broad in scope and involve highly sensitive and publicly visible functions and programs that require a high degree of policy, program and management discretion.

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 implements the District's Real Estate, Maritime, Engineering and Construction, Field Operations and Guest Experiences strategies, analyzes

opportunities, and assigns staff to manage major projects. Recommends proposals to the Board of Port Commissioners.

2. Motivates employees and oversees a strategic talent process of attracting and selecting strong and diverse team members. Lead, plans, organizes, controls, integrates and evaluates the work of the branch. Exercises executive responsibility for achieving branch business, operational and program results. With subordinate directors and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve branch and District mission, strategic and business plans, goals and performance measure. Directs development of and monitors performance against the branch's and District's budget.
3. Plans, organizes, directs and evaluates the performance of assigned staff. Establishes performance requirements and personal development targets. Regularly monitors performance and provides coaching for performance improvement and development.
4. With other members of the executive team, exercises leadership and participates in the development of District's strategic plan and development of key strategic initiatives, business plans and operational/resource priorities to achieve long-term and short-term goals and priorities, in alignment with the District's core values and guiding principles.
5. Represents the District in maritime matters with the public and other jurisdictions. Coordinates projects and activities with other District branches/departments and with the District's General Counsel.
6. Provides professional expertise, analysis, advice and consultation in matters of importance to the District. Makes presentations to the Board of Port Commissioners concerning maritime projects and property management issues. Represents the District in meetings with other governmental agencies, business and community groups and professional organizations.

OTHER DUTIES

1. May act for the Executive Director (President/CEO) in that individual's absence.
2. Participates in regional, state and national industry and professional meetings and conferences to stay abreast of trends and technology related to District operations, particularly in areas of assigned accountability.
3. Keeps current on new markets and growth opportunities and remain on top of emerging industry trends.

QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of Real Estate, Maritime Operations, Engineering and Construction, Field Operations and Guest Experiences, public administration, and financial analysis.

2. Principles and practices of strategic and long-term business planning.
3. Federal, state and local laws, regulations and court decisions applicable to maritime.
4. District functions and associated management, human resources, labor relations, organizational development and public policy issues.
5. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
6. Organization and functions of a public board and law and regulations governing the conduct of public meetings.
7. Research methods and analysis techniques.
8. Principles and practices of sound business communication.
9. Principles and practices of effective management and supervision.
10. Social, political, and environmental issues influencing the District's maritime business operations.

Ability to:

1. Provide excellent leadership and communication skills combined with extensive knowledge of the Real Estate, Maritime, Engineering and Construction, Field Operations and Guest Experiences industries. Ensure timely decisions are made and execute them accordingly.
2. Plan, organize, direct and integrate diverse initiatives, projects and objectives of the District's Real Estate, Maritime & Operations, Engineering and Construction, Field Operations and Guest Experiences operations functions.
3. Define complex public policy, management, operational, organizational and administrative issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
Interact effectively with other leaders in different roles within the organization.
4. Understand and apply local, state and federal policy, law, regulations and court decisions applicable to areas of responsibility.
5. Understand and apply court decisions and proposed legislation and programs in terms of their implications and impacts on District programs, operations and policies.
6. Present proposals and recommendations clearly, logically and persuasively in public meetings on a variety of issues.
7. Represent the District effectively in negotiations with other organizations and tenants. Understand, develop, and negotiate complex real estate transactions.
8. Develop and implement appropriate branch procedures and controls.

9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
10. Exercise sound, expert independent judgment within policy guidelines.
11. Exercise tact and diplomacy in dealing with politically sensitive, complex and confidential issues and situations.
12. Establish and maintain effective working relationships with commissioners, all levels of District management, other elected and appointed government officials, consultants, tenants, media representatives, the public and others encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in maritime, construction management, business administration, public administration, economics, or a related field.
- Twelve 12 years of responsible maritime operations, facility maintenance operations, public works operations or similar operational background, management experience preferably in a governmental setting, including Four (4) years of experience in a department head or department manager capacity.

Licenses; Certificates; Special Requirements:

Certain assignments may require a valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

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 #: 2025 - 145

Dated: June 6, 2025

San Diego Unified Port District

Class Code: A2071-UE21

CLASS SPECIFICATION
Chief Sustainability & Innovation Officer

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

GENERAL PURPOSE

Under policy direction from the Executive Director (President/CEO), plans, organizes, and directs the functions, programs, and activities of assigned branch which includes the Planning, Environmental Protection, and Environmental Conservation departments, as well as the Aquaculture & Blue Tech team. Directs and manages the development of short- and long-term goals and objectives for these branches and departments consistent with the District's strategic and business plans and ensures their effective execution. Ensures all assigned operations and functions serve the needs of internal and external customers, while complying with applicable laws and regulations. Provides leadership and expert advice to the Board of Port Commissioners, President/CEO, Executive Leadership Group, and all levels of management on District-wide matters related to environment and development services and other areas of functional responsibility. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Chief Sustainability & Innovation Officer is a member of the Executive Leadership Group and is responsible for managing and leading well-planned, organized, and integrated planning and environmental work through the strategic development and the implementation of sustainable solutions and initiatives, policy formation, and agency coordination. Incumbents will have expertise in coastal, urban, regional, and waterfront planning; and environmental disciplines, related to air, land, water, and wildlife. Areas of environmental oversight include but are not limited to air quality, aquaculture, biology, climate action planning, coastal and marine science, ecology and wildlife management, environmental policy, natural resources, stormwater, sustainability, transportation planning, water and sediment quality, watershed management, site assessment and remediation. Incumbent will lead the development and improvement of the culture of social and environmental stewardship to protect and enhance all aspects of environmental health of the tidelands and its marine ecosystems. This position is held accountable for ensuring that functions are in compliance with District policies, procedures, goals and objectives, relevant laws and regulations and professional standards and practices.

With the President/CEO and other executives, the incumbent provides strategic leadership and participates in development of short- and long-term organizational and administrative strategies and plans to meet operational and service delivery objectives while making optimal utilization of the District's resources. The incumbent also provides strategic leadership in the development and implementation of policies and procedures, systems and processes for the delivery of centralized corporate and administrative services. Responsibilities are broad in scope and

involve highly sensitive and publicly visible functions and programs that require a high degree of policy, program and management discretion.

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 implements the District's planning and environmental strategies. Analyzes opportunities in assigned areas of responsibility. Assigns staff to manage major projects. Recommends proposals to the Board of Port Commissioners.
2. Motivates employees and oversees a strategic talent process of attracting and selecting strong and diverse team members. Lead, plans, organizes, controls, integrates and evaluates the work of the branch. Exercises executive responsibility for achieving branch business, operational and program results. With subordinate directors and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve branch and District mission, strategic and business plans, goals and performance measures. Directs development of and monitors performance against the branch's and District's budget.
3. With other members of the executive team, exercises leadership and participates in the development of District's strategic plan and development of key strategic initiatives, business plans and operational/resource priorities to achieve long-term and short-term goals and priorities, in alignment with the District's core values and guiding principles.
4. Plans, organizes, directs and evaluates the performance of assigned staff. Establishes performance requirements and personal development targets. Regularly monitors performance and provides coaching for performance improvement and development.
5. Represents the District in meetings with other government agencies, business and community groups and professional organizations regarding planning and environmental matters. Coordinates projects and activities with other District branches/departments and with the District's General Counsel.
6. Provides professional expertise, analysis, advice and consultation in matters of importance to the District. Makes presentations to the Board of Port Commissioners concerning planning and environmental projects and topics.

OTHER DUTIES

1. May act for the Executive Director (President/CEO) in that individual's absence.
2. Participates in regional, state and national industry and professional meetings and conferences to stay abreast of trends and technology related to District operations, particularly in areas of assigned accountability.

3. Keeps current on new markets and growth opportunities and remain on top of emerging industry trends.

QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of planning, environmental management, public administration, and financial analysis.
2. Principles and practices of strategic and long-term business planning.
3. Federal, state and local laws, regulations and court decisions applicable to planning and, environmental management.
4. District functions and associated management, human resources, labor relations, organizational development and public policy issues.
5. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
6. Organization and functions of a public board and law and regulations governing the conduct of public meetings.
7. Research methods and analysis techniques.
8. Principles and practices of sound business communication.
9. Principles and practices of effective management and supervision.
10. Social, political, and environmental issues influencing the District's planning and environmental management operations.

Ability to:

1. Provide excellent leadership and communication skills combined with extensive knowledge of the industry. Ensure timely decisions are made and executed accordingly.
2. Plan, organize, direct and integrate diverse initiatives, projects and objectives of the District's planning and environmental functions.
3. Define complex public policy, management, operational, organizational and administrative issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations. Interact effectively with other leaders in different roles within the organization.
4. Understand and apply local, state and federal policy, law, regulations and court decisions applicable to areas of responsibility.
5. Understand and apply court decisions and proposed legislation and programs in terms of their implications and impacts on District programs, operations and policies.

6. Present proposals and recommendations clearly, logically and persuasively in public meetings on a variety of issues.
7. Represent the District effectively in negotiations with other organizations and tenants.
8. Develop and implement appropriate branch procedures and controls.
9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
10. Exercise sound, expert independent judgment within policy guidelines.
11. Exercise tact and diplomacy in dealing with politically sensitive, complex and confidential issues and situations.
12. Establish and maintain effective working relationships with commissioners, all levels of District management, other elected and appointed government officials, consultants, tenants, media representatives, 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 environmental science, land use planning, public policy, public administration or a closely related field; and at least twelve years of increasingly responsible experience in land use planning and environmental programs and projects. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

Certain assignments may require a valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

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 #: 2025 - 145

Dated: June 6, 2025

San Diego Unified Port District

Class Code: A1395-UE16

CLASS SPECIFICATION
Director, Communications & Community Engagement

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

GENERAL PURPOSE

Under general policy direction, plans, organizes, integrates and directs the San Diego Unified Port District (District)'s marketing and communications strategic efforts; provides expert professional assistance and support to District management and the Board of Port Commissioners on marketing, communications, public relations, community services and related matters; directs response to media inquiries on a daily basis on a wide variety of complex, often controversial and sensitive issues; oversees event permitting for parks, open space, and District facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Director, Communications & Community Engagement, is responsible for: managing and integrating broad, comprehensive efforts related to marketing, public relations, proactive and responsive communications, brand positioning and promotion, and outreach; programs and services that position the District for regional leadership and strengthen the District's ability to educate and build trusted relationships with key stakeholders and the community; respond to stakeholders and the general public; and promote the District's economic and financial success. Responsibilities also require effective dissemination of information internally. The incumbent delivers expert advice and counsel to members of the Executive Leadership Group and members of the Board of Port Commissioners regarding marketing, communications, advertising, and community outreach with key stakeholders on issues of substantial visibility, impact and sensitivity. Responsibilities require a broad knowledge of operations, programs and activities, and the exercise of creativity, initiative, seasoned judgment, a strategic mindset, and exceptional marketing acumen to promptly address issues and concerns of both internal and external stakeholders, often on a moment's notice or in crisis situations. Responsibilities allow for broad discretion on issues that are complex, interpretive and evaluative in nature.

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; exercises executive responsibility for achieving department business, operational and program results; with subordinate staff, develops, integrates, implements and monitors work programs, policies and processes to achieve branch and District mission, strategic and

business plans, goals and performance measures; directs development of and monitors performance against the department's and District's budget.

2. With other members of the management team, exercises leadership and participates in the development of District's strategic plan and development of key strategic initiatives, business plans and operational/resource priorities to achieve long-term and short-term goals and priorities, in alignment with the District's vision, mission, core values and guiding principles.
3. 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, 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 federal, state and local laws and regulations, District's Personnel Rules and Regulations, policies and labor contract agreements.
5. Develops, directs, manages, and oversees the development, implementation and execution of approved marketing, branding, advertising, public and media relations, events and community-related and project-specific outreach plans that further overall District objectives, strategies, policies, standards and messages directed to both internal and external groups; establishes, maintains and oversees effective working relationships with key contacts, and strategic and potential partners regarding the identification and implementation of plans to collaborate on marketing, public relations, regional leadership, communications and community services issues; oversees and directs the presentation of concepts, ideas and plans to stakeholders; directs planning and execution of a variety of special events.
6. Uses the strategic brand platform and messaging to develop/incorporate integrated brand marketing programs and content that position and promote the Port of San Diego brand in a relevant way for stakeholders, tenants, customers and prospects, prospective employees, and the general public.
7. Provides expertise, guidance and assistance to staff, senior management, Commissioners, other District personnel, District tenants and external customers on marketing and communications strategies; analyzes situations, evaluates specialized information and provides strategic decisions and recommendations on a wide array of marketing and communications matters regarding various activities and projects of the District and its tenants; understands and enforces complex regulations, laws and guidelines.
8. Plans, organizes and directs media and public-response activities; ensures that the media and the public are provided with prompt responses on a day-to-day basis; determines and

approves information and messages that will be provided to the media and the public to ensure the District is promoted in a favorable manner; as necessary in critical or crisis management situations, serves as media spokesperson for the District when necessary and responds to public and media inquiries on matters that are extremely sensitive or have major potential impacts on the District. Writes, reviews and edits news releases, media advisories and gives media interviews as necessary.

9. Directs the District's advertising program; directs and oversees the work of the external advertising and marketing firms; directs and oversees the development, negotiation and administration of contracts.
10. Oversees development and implementation of community relations programs and activities to ensure effective outreach and regional leadership positioning, as well as high-levels of customer service to the public, key contacts and community organizations; provides direction in the development and maintenance of Internet and Intranet websites; directs and oversees the activities of the Speaker's Bureau to ensure the District positively promotes its message and programs to a variety of community, civic and outreach programs and events; ensures that visiting dignitaries receive highly-responsive, professional customer service and attention.
11. Represents the District at a wide variety of high-visibility civic, community, tourism, cargo and cruise line industry functions and with professional organizations and associations; communicates District activities and position on issues and activities; identifies and commits to appropriate action/follow-up on behalf of the District; works with District senior management to address issues and requests; as requested by civic or community organizations and others, makes public presentations, including speeches and audiovisual presentations or ensures that District is represented at events.

OTHER DUTIES

1. Supervises and participates in the activities and operations of the Internet and Intranet web section; works with managers from District departments to assess and identify project needs and plans and to verify project scope and expectations; oversees implementation of approved Internet and Intranet projects; reviews and approves site enhancements; edits content, as appropriate.
2. Leads the organizing of public meetings and events to inform and solicit the participation of the public.
3. Directs and oversees the development and implementation of a corporate identity and positioning program.
4. Represents the District at various community and civic events within the region.

QUALIFICATIONS

Knowledge of:

1. Advanced principles, practices, concepts and techniques used in developing and executing effective marketing, branding, communications and crisis management, media and public relations, and community outreach plans, programs and strategies.
2. Principles and practices of strategic and long-term business planning.
3. Advanced methods and techniques of issue and image management.
4. Advanced methods and techniques for creating effective marketing, media and public relations collateral materials, optimizing brand identity and regional leadership positioning
5. Effective business communications and correct English usage.
6. Industry trends and media practices as they apply to developing and carrying out public relations, marketing and advertising programs.
7. District functions and operations, and marketing issues.
8. Cruise ship and tourism industry trends, operations, sales and marketing.
9. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
10. Research methods and analysis techniques.
11. Principles and practices of contract negotiation.
12. Practices, methods and techniques in large-scale event planning.
13. AAPA Guidelines.
14. Basic web technologies, terminology and applications relevant to assigned responsibilities.
15. Principles and practices of effective management and supervision.
16. District Personnel Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Plan, organize, direct and integrate the activities of comprehensive marketing, communications and community services programs to meet District goals and objectives.
2. Plan and direct a broad range of marketing, branding, and communications programs and services directed to promoting the District's identity and image as a regional leader in the community, with business and industry groups and other key stakeholders.
3. Analyze and make sound recommendations on complex marketing and communications issues and strategies.
4. Develop concepts and design specific methods and techniques to effectively advertise and improve marketing and communications.
5. Present information, proposals and recommendations clearly, logically and persuasively in public meetings.

6. Represent the District effectively in public settings and with dignitaries and media representatives on a variety of sensitive and complex issues.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment and political acumen within general policy guidelines.
9. Exercise tact, diplomacy and discretion in dealing with highly sensitive and complex issues.
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 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 marketing, public relations, communications, business administration, or a closely related field; and at least seven years of progressively responsible management experience in marketing, branding, public affairs, journalism, public information, community outreach or closely related experience, at least four years of which were in a management capacity. Time served as a District Intern will count towards the years of experience.

Licenses; Certificates; Special Requirements:

Certain assignments may require a valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

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 #: 2025 - 145

Dated: June 6, 2025

San Diego Unified Port District

Class Code: A1201-UE03

CLASS SPECIFICATION
Director, Engineering – Construction

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

GENERAL PURPOSE

Under policy direction; directs, plans, organizes, integrates and oversees the work of the San Diego Unified Port District (District)'s Engineering - Construction department; including engineering design, project management, surveying, consultant and construction contract administration, construction inspection, scheduling and quality control, cost estimating, and Major Maintenance Program (MM); serves as the District's Chief Engineer; provides expert professional assistance and support to District management and the Board of Port Commissioners on engineering, construction and major maintenance, and related facilities matters; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The incumbent of this class is responsible for directing and integrating comprehensive facilities engineering, construction and major maintenance services and strategies for the Port and is held accountable for ensuring that functions are in compliance with District policies, procedures, goals and objectives, relevant laws and regulations and professional standards and practices. Areas of responsibility include: engineering design, project management, surveying, consultant and construction contract administration, construction inspection, and scheduling and quality control. The incumbent is expected to make high-level decisions within general policy guidelines and utilize exemplary judgment, discretion and analytical skills on matters that are critical to the operational success of the District.

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 of MM and Capital Improvement Projects (CIP) programs, policies and processes to achieve division and Port 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, exercises leadership and participates in the development of Port's strategic plan and key strategic initiatives; develops and implements department business plans, operational/resource priorities, work programs, processes,

procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with Port-wide core values, guiding principles, goals and priorities.

3. 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, 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 federal, state and local laws and regulations, District Personnel Rules and Regulations, policies and labor contract agreements.
5. Directs development, implementation, and administration of comprehensive CIP and MM programs, policies, guidelines and procedures related to the engineering design and construction of the District's facilities and public works infrastructure.
6. Plans, develops, implements and directs the activities of staff engaged in the engineering design, automated mapping, construction, inspection, modification, renovation and maintenance of the District's facilities; oversees and coordinates the selection of consulting engineers; negotiates the scope of services with consultants for incorporation into contracts and agreements; oversees, coordinates and inspects the work of contractors engaged in the engineering design and construction of facilities; plans and directs the development, implementation and usage of facilities mapping and geographical information systems.
7. Monitors developments in areas of responsibility; analyzes proposed state and federal law, regulations and court decisions for their impact on District 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 assigned areas of responsibility, recommends appropriate actions and implements programs.
8. Participates in the District's short- and long-range planning process for facility construction and major repair needs and requirements; reviews and approves engineering design plans to ensure conformance with District standards and policies; works with project managers to review and approve engineering design plans prepared by consulting engineers.
9. Provides professional expertise, analyses, advice and consultation in matters of importance to the District; represents District management in presentations to the Board of Port Commissioners concerning facilities engineering, construction and major maintenance issues; represents the District in facilities engineering, construction and major maintenance activities and negotiations with other governmental agencies and community interest groups.

10. Prepares a wide range of reports pertaining to the status of construction and major repair projects.
11. Represents the District with other agencies, organizations and individuals.
12. Represents the department with other departments and the governing board.

OTHER DUTIES

1. May act as the alternate to the designated lead for the District's Emergency Operation Center in case of a natural disaster or other critical emergency affecting the District and its facilities.

QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of civil engineering, construction management and construction inspection.
2. Principles and practices of strategic and long-term business planning.
3. Principles, practices, materials, equipment and techniques involved in the construction, maintenance and operation of a maritime and public works infrastructure.
4. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
5. Theory, principles, practices and techniques of automated mapping and facilities management.
6. Principles, practices and techniques of information technology and application development to facilitate automated information technology solutions.
7. Principles and practices of budgeting, purchasing and maintenance of public records.
8. Research methods and analysis techniques.
9. Principles and practices of sound business communication.
10. Principles and practices of effective management and supervision.
11. The District's personnel policies and labor contract provisions.

Ability to:

1. Analyze and make sound recommendations on complex management and administrative issues.
2. Plan and direct the engineering design functions required by a large, complex organization.

3. Understand, interpret, explain and apply District policy and procedures governing assigned areas of responsibility.
4. Evaluate the applicability of emerging developments and technologies to ensure productivity and work process effectiveness.
5. Present proposals and recommendations clearly and logically in public meetings.
6. Represent the District effectively in negotiations.
7. Develop and implement appropriate procedures and controls.
8. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
9. Exercise sound, expert independent judgment within general policy guidelines.
10. Establish and maintain effective working relationships with all levels of District management, other governmental officials, consultants, vendors, employees and the public.
11. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

MINIMUM REQUIREMENTS

Training and Experience:

Graduation from a four-year college or university with a major in civil engineering or a closely related field; and ten years of progressively responsible management experience in the design, construction and maintenance of diverse and complex public works facilities, with civil engineering and construction experience, at least four years of which were in a management capacity. Time served as a District Intern will count towards the years of experience.

Licenses; Certificates; Special Requirements:

Certain assignments may require a valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Registration as a professional civil, electrical or mechanical engineer in the State of California is required at time of application.

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 #: 2025 - 145

Dated: June 6, 2025

San Diego Unified Port District

Class Code: A2056-UE21

CLASS SPECIFICATION
Director, Field Operations

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

GENERAL PURPOSE

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Field Operations Department related to the construction, maintenance, and repair of buildings, structures, public works, harbor infrastructure, and facilities, as well as tidelands urban forest management, landscape development, planning, and maintenance; leads and manages the overall parking business inclusive of all parking and mobility assets; compliance and investigations, financial management, budget administration, contract management, administrative support, and other business services; formulates departmental policies, goals, and directives; coordinates assigned activities with other Port departments, officials, outside agencies, and the public; fosters cooperative working relationships among Port departments and with intergovernmental agencies, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Vice President Maritime & Operations in areas of expertise; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Receives administrative direction from the Vice President Maritime & Operations and the Chief Operations Officer. Exercises direct supervision over management, supervisory, professional, technical, and/or administrative support staff through subordinate levels of supervision.

This is a department director classification that oversees, directs, and participates in all activities of the Field Operations Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Vice President Maritime & Operations in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, Port functions and activities, including the role of the Board of Port Commissioners, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the department's activities with other departments and outside agencies and managing and overseeing its complex and varied functions. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the Port's goals and objectives within general policy guidelines.

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. Assumes full management responsibility for all Field Operations programs, services and activities including construction, maintenance, and repair of buildings, structures, public works, harbor infrastructure and facilities, tidelands urban forest management, landscape development, planning, and maintenance; leads and manages the overall parking business inclusive of all parking and mobility assets, as well as compliance and investigations, financial management, budget administration, contract management, administrative support, and other business services.
2. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
3. Directs and manages the preparation of a wide variety of studies and reports related to the construction, inspection, maintenance, and repair of the Port's physical plant and public works and harbor infrastructure; identifies process, productivity, and cost improvements; recommends changes to improve productivity and service while reducing costs.
4. Reviews project objectives for landscape and parking functions; tracks and monitors project timelines and project progression; communicates timeline changes with project teams and stakeholders.
5. Establishes and implements public parking rates for meters, pay stations, and parking garages; collects data to establish market prices in the industry.
6. Reviews analyses of market and business activities, costs, operations, forecast data, performance reports, and all data analytics to determine department and branch progress toward stated goals and objectives.
7. Confers with the VP, Maritime & Operations, Chief Operations Officer and other ELG members to review achievements and discuss required changes in goals or objectives resulting from current status and real time market conditions.
8. Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
9. Identifies areas for collaboration and transformative change to help support a culture of innovation at the District.
10. Oversee the department budget(s) and direct funds to external vendors.
11. Directly and indirectly direct and assign work to others through a matrix environment.

12. Participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to department operations.
13. Oversees the development and ongoing improvement of systems and processes to efficiently manage planned maintenance and updates to the District's greenscapes and bayscapes.

OTHER DUTIES

1. Represents the District on professional and community boards and committees; engages in innovation discussions and presentations that advance the enterprise's long-term interests.

QUALIFICATIONS

Knowledge of:

1. Business acumen, strategic thinking and planning, research, problem solving/analysis innovation, data management and analytics, IT capabilities planning, product or project management, robust financial metrics, and general management in a consumer service or solutions environment; and have experience setting up and/or refining a function and managing/tracking organizational change initiatives.
2. Internal communications and have the skills to message progress against a business change or strategy.
3. How to handle internal and external resources and service provider in a highly visible situation or environment.
4. Social, political and environmental issues influencing program/project development and implementation.
5. Principles, practices, and techniques involved in the construction, inspection, maintenance, and operation of public works-related buildings, structures, and facilities.
6. Principles and best practices of managing tidelands, urban forests, landscape development, planning, and maintenance, and parking and mobility assets.

Ability to:

1. Build and drive communications to support a new department environment. Set key innovation, business, service, and growth objectives that are clear, measurable and concise for the District and the PaaS team.
2. Build commitment among stakeholders by using "their" language and inspiring them.
3. Design and implement the right "others focused" behaviors for change throughout the organization.
4. Provide effective and inspiring leadership to the Guest Experiences team to ensure effective strategic planning, innovation, business growth and general management discipline.
5. Identify internal communications needs of Guest Experiences on an ongoing basis, including multiple topics, audiences, messages and channels.

6. Research and vet new business and service opportunities that advance the story of innovation and growth at the District.
7. Develop and share points of view on new consumer insights, innovation and growth markets, and technologies across the enterprise.
8. Manage multiple tasks, build communications campaigns, be an influential leader and presenter and manage organizational change.
9. Illustrate clear authority and leadership capabilities and support the District's others focused culture at the highest levels.
10. Build strong strategic relationships with key stakeholders to develop data and metrics driven business acumen, innovation culture capabilities to support an "others focused" way of working and collaborating at the District.
11. Simultaneously manage multiple challenging activities and businesses.
12. Work collaboratively across the organization to drive a culture of innovation and Guest Experiences strategic goals and vision.
13. Adhere to District personnel policies and labor contract provisions.
14. Understand, interpret, explain and apply applicable District policy and procedures.
15. Exercise tact and diplomacy in dealing with highly sensitive, complex and confidential issues and situations.
16. Establish and maintain collaborative effective working relationships with officials, all levels of District management, labor unions, consultants, contractors, developers, vendors and employees.

MINIMUM REQUIREMENTS

Education, Training and Experience:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, finance, construction/engineering, or a related field.
- Seven (7) years of increasingly responsible experience involving finance, budgeting, and administrative experience, or experience in the construction, inspection, and maintenance of public works facilities, including four (4) years of experience in a management capacity.

Licenses; Certificates; Special Requirements:

Certain assignments may require a valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

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

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Port sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Resolution #: 2025 - 145

Dated: June 6, 2025

San Diego Unified Port District

Class Code: A2067-UE17

CLASS SPECIFICATION
Director, Information Security

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

GENERAL PURPOSE

The Director, Information Security is responsible for leading strategy, operations, and budget for the protection of the enterprise information assets and manages that program. The scope of responsibility encompasses communications, applications and infrastructure, including the policies and procedures which apply. The Director is responsible for determining enterprise information security standards and ensures that all information systems are functional and secure. The candidate must have experience managing an information security team and be able to delegate operational responsibilities. In addition, the candidate should also possess strong strategic planning skills and the ability to communicate security concepts to all levels, as well as understands the security implications of business requirements.

DISTINGUISHING CHARACTERISTICS

This is a department director classification that oversees policies and programs intended for the mitigation and/or reduction of compliance, operational, strategic, financial and reputational security risk strategies relating to the protection of people, intellectual assets and tangible property. An incumbent in this class manages and directs the work of staff and is accountable for developing and managing project teams and is distinguished from other information systems management classes in that an incumbent in the former class is responsible for serving as supervisor for day-to-day security operations District-wide.

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. Direct and approve the design and/or acquisition of security systems.
2. Ensure that disaster recovery and business continuity plans are in place and tested.
3. Review and approve security policies, controls and cyber incident response planning.
4. Coordinate with federal partners to conduct cyber security exercises that address the impact of incidents on IT beyond the control of the agency.

5. Collaborate with the U.S. Coast Guard on the development of Maritime IT security policies.
6. Promote the District as a Cyber Security Center of Excellence through meetings with members of Congress, FEMA and other security grant stakeholders.
7. Report IT security incidents to the appropriate security operations center, the Multi-State Information Sharing & Analysis Center (MS-ISAC), FBI and the local DHS Fusion Center.
8. Work with the Director, Information Technology and Technology Architecture Review Committee (TARC) to establish and maintain an enterprise network, system, storage and security architecture framework.
9. Review investigations after breaches or incidents, including impact analysis and recommendations for avoiding similar vulnerabilities.
10. Maintain a current understanding the IT threat landscape for the industry.
11. Ensure compliance with the changing laws and applicable regulations.
12. Translate that knowledge to identification of risks and actionable plans to protect the business.
13. Oversee identity and access management.
14. Verify that cyber security policies and procedures are communicated to all personnel and that compliance is enforced.
15. Manage all teams, employees, contractors and vendors involved in IT security, which may include hiring.
16. Participate as a voting member of the Technology Architecture Review Committee (TARC).
17. Participate as a voting member of the Change Advisory Board (CAB).
18. Establishes and maintains a risk management approach that supports the common trust and information environment while still protecting sources and methods as well as sensitive information from disclosure.
19. Constantly update the cyber security strategy to leverage new technology and threat information.
20. Brief the executive team on status and risks, including taking the role of champion for the overall strategy and necessary budget.
21. Communicate best practices and risks to all other departments, outside IT.

22. Represents the District at security industry conferences, academia meetings, interagency and intergovernmental forums.
23. Coordinate with the Facility Security Coordinator (FSC) on physical security programs including cameras, security access systems, badging and other physical safeguards.
24. Coordinate with the Port Auditor regarding observed security risks to the business.

OTHER DUTIES AND RESPONSIBILITIES:

1. Schedule periodic security audits.
2. Provide training and mentoring to security team members.
3. Approve identity and access requests.
4. Adjudicate the classification/release of sensitive information.
5. Provide security approval of key project milestones.
6. Approve exceptions to security policies when justified.
7. Schedule regular contingency planning exercises.
8. May act for the Director, Information Technology in that individual's absence.

QUALIFICATIONS

Knowledge of:

1. 10 years+ Current Information Security Experience
2. Security Certifications Desired: CISSP, CISM, CEH
3. Expertise in Security Frameworks such as NIST, COBIT, ISO 27000
4. Expertise in knowledge and application of legal and compliance requirements such as CJIS, PCI, privacy/disclosure laws
5. Expertise in the concept of Risk Management
6. Expertise in the areas of disaster recovery and business continuity planning
7. Experience in presenting to a variety of audiences such as government academia and industry
8. Experience in sensitive information management such as PII, HIPPA, SSI, LES
9. Experience with Intrusion Detection/Prevention Technology
10. Experience with encryption standards
11. Experience with Security Auditing techniques

12. Experience with Security Monitoring tools
13. Demonstrable experience in the Access Control and Access Provisioning
14. Experience in Firewalls, VPN, IPSec / L2TP etc
15. Mentor team members to build core competencies in systems architecture, operations standards development, and documentation practices
16. Assist with hires when appropriate to strengthen the team or fill gaps in core competencies
17. Great communication skills, both verbal and written and ability to present to senior executive management, plans and strategies in clear and simplified form

Ability to:

1. Listening , negotiation, leadership, decision making
2. Flexibility and ability to change
3. Communication, mentoring, and teaching-oriented
4. Focused on results, teamwork & collegial achievement
5. Ability to cooperate and work in multicultural environment

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduate from a four-year college or university with a major in computer science, management information systems or closely related field; and ten years in an Information Security Operations role. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

Current security certification such as, CISSP, CISM, and/or CEH is strongly desired.

Certain assignments may require a valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

An additional background check may be required to work at the San Diego County Regional Airport District (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 #: 2025 - 145

Dated: June 6, 2025

San Diego Unified Port District

Class Code: A1900-UE19

CLASS SPECIFICATION
Director, Information Technology

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

GENERAL PURPOSE

Under policy direction, plans, organizes and directs the activities of the Information Technology Department in providing sophisticated, comprehensive San Diego Unified Port District (District)-wide information technology services to support the achievement of District mission and strategies; provides expert professional assistance and guidance to District management on technology strategy, long-term technology initiatives and investments and uses of technology to meet operational, security and business requirements; implements technology to serve District operations and customers; directs and manages department staff to maintain high reliability of common use technology; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing and integrating broad, comprehensive information technology programs, systems and services for the District. These include enterprise applications, technical operating and security systems, datacenter infrastructure, networking and communications technology, data management, and centralized technical support services. The incumbent exercises leadership in formulating technology strategy and long-term technology direction for the District. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

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 Information Technology Department. With subordinate managers and staff, develops, implements and monitors the Information Technology vision including long-term plans, goals, and objectives focused on achieving the department's mission and assigned priorities. Manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve District and department goals, objectives and performance measures. Develops and directs the implementation of policies and standards for the Information Technology Department.
2. Directs and participates in the preparation of multiple budgets including the Information Technology Department budget as well as overall District Technology Operating and Capital budgets. Reviews and approves the purchase of all District information technology equipment and services, including cloud services, on premise servers,

storage arrays, network equipment, enterprise applications, standard end-user hardware and software items, professional services and contractor statements of work. Monitors budget performance against the department's annual plan.

3. Plans and evaluates the performance of managers and their assigned staffs; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's human resources Standards and Procedures and labor contract provisions.
4. Provides day-to-day leadership and works with department managers and staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and 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.
5. Provides professional assistance to District management on information systems and technology, business applications, cloud services, network operations and support and related matters; provides comprehensive processing and technology support services and solves a broad range of complex computer technology-based problems.
6. In partnership with the Chief Information Security Officer, implements the District's information security strategy, by directing work programs to be carried out by Information Technology staff and management.
7. Works with District executives and managers to evaluate current and anticipated information systems and technology requirements and examines the feasibility of alternative conceptual approaches to meeting business strategies and requirements. Works with executives to prioritize applications development, technology and infrastructure upgrade requests; recommends approaches and action plans that will produce optimal return on District technology investments; promotes the uses of sound technology.
8. Monitors industry hardware and software trends in areas of particular relevance to port operations; evaluates the uses of emerging technology in meeting long-term District business, operating and security strategies; directs the study of new technology to determine its utility, consistency with District technology standards, relevance for meeting District business and operational requirements, and expected return on investment; recommends and establishes long range technology direction and strategies; establishes hardware and software standards for general use.
9. Develops and reviews reports of findings, alternatives and recommendations involving a broad range of complex technology and information system support issues; makes presentations to District management and others on technology projects and department operations; monitors developments related to information technology and evaluates their impact on District operations and programs; recommends policy and procedural

improvements.

10. Directs through subordinate managers and staff, the delivery of information technology services including: systems development, network and firewall services, system engineering, application development and operations, system administration, user provisioning, computer operations and support services to all District departments; directs the development, enhancement, quality assurance testing and installation of new applications, application upgrades and enhancements, software installations and upgrades; provides advice and guidance on project implementation, including requirements assessments, vendor selection and project management; directs user training on new systems and applications; ensures that department documentation standards are met. Provides and directs the delivery of internal consulting services on computer technology issues.
11. Directs through subordinate managers and staff the operations, maintenance, administration and upgrade of District networks, server infrastructure, storage arrays, and communications infrastructure; ensures that all architectures meet Enterprise Architecture standards and District operational and security requirements; directs the establishment of enterprise database architectures and data management standards and the administration of enterprise databases and data repositories; directs the development and administration of disaster recovery framework, systems, and processes including systems redundancy.
12. Directs through subordinate staff the monitoring of all District technology assets to ensure that established system reliability, backup and recovery standards are met; evaluates and recommends major hardware and bandwidth upgrades.
13. Directs through subordinate managers and staff, the delivery of customer support services, including hardware and software repair and maintenance, application support, user account provisioning, desk-side support services, and tier one help desk services.
14. Maintains relationships with Information Technology Directors of other ports and similar agencies to stay abreast of technology developments and trends in port operations including information security implications.

OTHER DUTIES

1. Represents the District on technical advisory committees.
2. Prepares and reviews statistical reports, technical publications, memorandums of record, agendas and agenda sheets and miscellaneous correspondence; directs the maintenance of department files and records.

3. Monitors trends and developments in information technology; consults with vendors and other sources on industry and product direction, functionality and capabilities.
4. Shares technical expertise with District departments and Information Technology staff as needed for operational issues outside the scope of projects.
5. Approves software and hardware requests for other Port departments.

QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques of information technology management, including applications design, hardware and software options for business and operations applications and the cost-benefit of systems alternatives.
2. Standardized operational frameworks for information technology operations management such as ITIL.
3. Operating principles, parameters, methods, practices and limitations of hardware and systems infrastructure comparable in size, scope and complexity to that of the District.
4. Principles and practices of data management and administration.
5. Methods and techniques of project management as applied to information systems development and installation.
6. Systems analysis methods and techniques.
7. Principles, methods and techniques applicable to long-range and strategic technology planning.
8. District operations and functions and associated information systems and technology issues.
9. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records
10. Research methods and statistical analysis techniques.
11. Organization and functions of a public board.
12. Principles and practices of effective management and supervision.
13. District human resources Standards and Procedures and labor contract provisions.

Ability to:

1. Plan, organize, integrate and manage a comprehensive technology program, including systems development, application operations, system administration and engineering, network operations and engineering, and customer support programs and services.
2. Identify information management issues and opportunities, analyze problems and alternatives and develop sound conclusions and recommendations.

3. Develop policies and procedures to guide secure and professional use of District information technology assets.
4. Assess user department technology requirements, set priorities and allocate resources to most effectively meet needs in a timely manner.
5. Evaluate programs and make recommendations for improvement.
6. Evaluate complex technology and strategies and make sound, prudent recommendations that maximize return on investment.
7. Understand and apply District, state, and federal policy, law, regulation and court decisions applicable to areas of responsibility.
8. Present proposals and recommendations clearly and logically in public meetings.
9. Represent the District effectively in meetings on a variety of technology issues.
10. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
11. Exercise sound, expert independent judgment within general policy guidelines.
12. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
13. Establish and maintain effective working relationships with all levels of District management, other governmental officials, employees, vendors, the public and others encountered in the course of work.
14. Formulate new techniques and strategies for a more efficient operation and transition existing infrastructure to newer technologies.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in management information systems, computer science, business administration, or a closely related field; and at least ten years of progressively responsible information systems experience at least four years of which were in a management capacity and at least three years of which involved complex project management. Experience in a governmental setting is preferred. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

Certain assignments may require a valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

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 #: 2025 - 145

Dated: June 6, 2025

San Diego Unified Port District

Class Code: A2047-UE15

CLASS SPECIFICATION **Director, Procurement Services**

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

GENERAL PURPOSE

Under policy direction, plans, organizes, integrates and directs the organization, financial management, administration, personnel and operations of the District's public procurement program; serves as the chief procurement official and coordinator of procurement for the District; serves as the contracting officer of the District; directs the external affairs of the department with officials, other departments, other government agencies and the public; including purchasing, contracting, receiving, warehousing and property disposal operations, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Reporting directly to the Executive Vice President, Administration, this class is responsible for planning, managing, directing and integrating programs, personnel and operations responsible for managing, directing and integrating procurement and material management related operations and activities for the District. The incumbent ensures that District divisions and departments receive a high level of customer service and that requested services, equipment, supplies and materials are purchased, obtained and distributed in a timely, accurate, expeditious and cost-effective manner. The incumbent is responsible for directing the development and administration of public works contracts, and professional, consultant, and service agreements. The incumbent is accountable for ensuring the smooth, efficient and safe operation of the District's central distribution and storage warehouse and for the collection, management, and disposition of District equipment and materials when declared surplus to the District's needs. Responsibilities are broad and diverse in scope and require a high degree of independent judgment and discretion.

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 the 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. 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, 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 federal, state and local laws and regulations, District Human Resources Rules and Regulations, policies and labor contract agreements.
5. Directs and coordinates the preparation of analyses and recommendations regarding policy issues and long-range plans to address the District's public procurement needs; advises the District's governing board regarding policy issues, programs and projects to meet District needs.
6. Participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the District's interests and needs; represents the District with other governmental agencies, professional organizations and elected officials.
7. Serves as the District's representative to professional, community groups, and to other agencies.
8. Leads, directs, and participates in negotiations with contractors, consultants, vendors and other public agencies.
9. Addresses customers and other groups regarding department activities and programs to explain and promote understanding of its work; serves as chief spokesperson and advocate for the department.
10. Meets with other department heads to coordinate activities that cross department lines of control.
11. Represents the department and the District to the District's governing board in regard to procurement policies and procedures.

12. Participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to procurement operations.
13. Provides necessary authorizations, expertise, guidance and assistance to staff, senior management, other District personnel, vendors and outside agencies in procurement and distribution matters.
14. Reviews and approves large-scale purchase orders; evaluates specialized information and data and provides decisions and recommendations on a wide array of matters, such as purchase standardization; plans, organizes, directs and monitors the development of and, in complex or special cases, develops bid specifications and contract documents; in compliance with applicable laws, regulations, codes and District policies and requirements, manages major bids and contracts, including evaluating bids and making recommendations to senior management as to the award of contracts; communicates with vendors, manufacturers, suppliers, and professional agencies to research and develop new products, new distribution methods, market conditions and new sources of supply; receives, responds to and resolves procurement and distribution-related questions, inquiries and complaints from customers and vendors.
15. Directs and participates in the development and procurement of public works contracts and professional, consultant, and service agreements; oversees the preparation of contract documents, procurement strategies, negotiations, change orders, payments, and closeout; directs the RFP/RFQ/RFB/SOIQ processes and presents contract agenda sheets to the Board of Port Commissioners for approval; oversees the contract administration function and interface with other District departments.
16. Plans, controls, integrates and directs the shipping, receiving, storage, inventory control and distribution activities and operations of the District; in compliance with State laws and regulations, District policies and procedures, directs and monitors the collection, storage, sale or other disposition of surplus property to ensure maximum return for the District.
17. Develops and directs coordination, implementation, administration and improvement of assigned programs, including the District procurement card program.
18. Directs development of and writes, reviews and revises a wide variety of routine to complex memos, letters, reports, purchasing catalogs and agenda sheets; manages and oversees the maintenance of complete and accurate procurement, inventory management and distribution records.
19. In conjunction with the District's Equal Opportunity Manager, plans, manages and facilitates outreach programs and training workshops to educate and recruit small business enterprises (SBE's) and assist SBE's in overcoming barriers such as bonding, financing and technical assistance; oversees and participates in providing timely information to SBE's on available business opportunities; identifies and certifies SBE activities and maintains a directory of certified businesses; oversees, directs and participates in reviewing and

evaluating pertinent proposals, agreements and contracts to ensure compliance with District program requirements and applicable federal and state laws, rules, regulations and policies.

20. In conjunction with the District's Equal Opportunity Manager, develops and implements policies and procedures to achieve District objectives and goals for equal opportunity participation in procurement and contracting activities.
21. Oversees and manages staff involved in monitoring compliance of contractors with contract provisions and District requirements to ensure that SBE subcontractors are in compliance with federal, state and District equal opportunity rules, regulations and policies.
22. In conjunction with the District's Equal Opportunity Manager, participates in investigations of discrepancies between reports received from SBEs and prime contractors regarding SBE participation; receives and responds to informal complaints of discrimination; facilitates meetings with managers, staff and representatives of SBE's to determine how to handle potential compliance problems and reconcile disputes.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of strategic and long-term planning.
2. Applicable federal, state and local laws, regulations and court decisions.
3. District functions and associated management, financial and public policy issues.
4. Principles and practices of public administration, including budgeting, financial planning, purchasing and maintenance of public records.
5. Principles, practices, rules and regulations related to public sector procurement and distribution.
6. Sources and types of products, commodities and services used by the District.
7. Federal and state laws, codes and regulations, District policies and practices pertinent to areas of responsibility.
8. Warehouse operations and inventory control practices, methods, techniques, procedures and terminology.
9. Methods and techniques in handling, storing and inspecting applicable materials, including hazardous materials.
10. Principles and practices of general freight and transportation management.

11. Methods and techniques in collection, lot consolidation, sale, and other disposition methods for excess and surplus property.
12. Social, political and environmental issues influencing program/project development and implementation.
13. Research methods and analysis techniques.
14. Principles and practices of sound business communications.
15. Principles and practices of effective management and supervision.
16. District Personnel Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Analyze and make sound recommendations on complex management and administrative issues.
2. Understand, interpret, explain and apply District policy and procedures.
3. Present proposals and recommendations clearly, logically and persuasively in public meetings.
4. Develop and implement appropriate procedures and controls.
5. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
6. Exercise sound, expert independent judgment within policy guidelines.
7. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
8. Communicate effectively both orally and in writing with a diverse workforce and community.
9. Establish and maintain collaborative effective working relationships with officials, all levels of District management, labor unions, consultants, contractors, developers, vendors and employees.
10. Plan, organize, manage and integrate the activities of procurement services and distribution operations to meet District business and operating objectives.
11. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.

12. Analyze and evaluate bid proposals, purchase requisitions, specifications and other procurement-related documents.
13. Efficiently conduct vendor and product research.
14. Draft concise, comprehensive bid specifications for highly technical products and services.
15. Understand, interpret, apply and explain applicable laws, codes, policies and procedures.
16. Prepare clear, concise and comprehensive reports and written materials.
17. Present proposals, recommendations and technical information clearly, logically and persuasively.
18. Effectively negotiate in difficult, sensitive and complex situations on behalf of the District.
19. Operate a computer and standard business software.
20. 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, management, or a closely related field; and ten years of progressively responsible supervisory and management experience in a public environment with a strong background and knowledge in maintenance support and public contracting and purchasing principles and practices. Working knowledge of SAP ERP solution is preferred. Time served as a District Intern counts towards the years of experience.

Licenses; Certificates; Special Requirements:

Certain assignments may require a valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Professional certification from the National Institute of Governmental Procurement (CPPO or CPPB) is highly desirable.

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 #: 2025 - 145

Dated: June 6, 2025

San Diego Unified Port District

Class Code: B962-UE25

CLASS SPECIFICATION
Emergency Management Coordinator

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

GENERAL PURPOSE

Under general direction, manages and coordinates the Ports Emergency Management program; Administers, manages, plans, organizes, trains, directs and coordinates all-risk emergency preparedness for Port Staff and the District. This position is supervised and receives direction from the Director, Homeland Security or Port staff as assigned.

DISTINGUISHING CHARACTERISTICS

An Emergency Management Coordinator is responsible for ensuring unified public safety coordination, public event planning and management, and emergency response operations ranging from monitoring to large-scale incidents. Given the diverse, complex, increasingly technical, and hazard environment, the incumbent ensures interoperability and unity of District effort in support of public safety and Port tenants. This position requires extensive coordination with a wide range of stakeholders, including Department of Defense organizations, federal agencies, the U.S. Coast Guard, local jurisdictions, member cities, state agencies, and San Diego County.

An effective Emergency Management Coordinator must exercise professional judgment, political acumen, and diplomacy in carrying out their duties and must be capable of performing under pressure in rapidly evolving situations. The incumbent supports a wide range of preparedness, response, and recovery efforts and works to ensure operational continuity and resilience across Port operations and public safety functions.

The Emergency Management Coordinator is distinguished from other professional and program coordination classes by the incumbent's specialization in interagency coordination and oversight of Port-wide emergency preparedness and public safety initiatives.

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. Research, summarize, and make recommendations for developing and/or revising the Port's Emergency Operations Plan, Continuity of Operations, Hazard Mitigation and other plans necessary for the Ports Emergency Management response.
2. Assist in the development and maintenance of the Port's Emergency Operations Center (EOC) and alternate EOC, as well as other emergency facilities, equipment,

and vehicular needs. This includes in-person, remote and Hybrid staffing methodologies.

3. Ability to utilize, evaluate, develop and improve technology such as Logitech devices, video wall controllers, etc. necessary to support the Port's Emergency Operations Center.
4. Coordinate the development of Emergency Action Plans with other governmental agencies, Working Waterfront, the public, Red Cross, SDG&E, or others, as applicable.
5. Coordinate the Port's emergency mitigation, preparedness, response and recovery capabilities.
6. Coordinate special environmental and emergency management projects as assigned.
7. Monitor and assess emerging events and keep Homeland Security staff and other critical personnel advised of potential significant threats to the Port.
8. Serve as a member of the EOC staff during emergency or disaster response situations, such as the Planning Section Chief.
9. Maintain accurate records and files; prepare a variety of statistical and narrative reports, including after-action reports, Emergency Action Plans (EAP) and incident status reports for reimbursement by state and federal agencies.
10. Coordinate the development, implementation, and maintenance of various community-based emergency preparedness programs or plans. Provide oversight to ensure the effectiveness of volunteer activities, communication, training, and continuing education.
11. Coordinate the development and presentation of emergency preparedness and emergency management public education and training programs.
12. Seek and participate in the development of various emergency management grants; administer and monitor grants to ensure funds are allocated appropriately.
13. Conduct research or analysis of complex data in order to monitor and evaluate the efficiency and effectiveness of service delivery, programs, and procedures.
14. Prepare specifications and requests for formal and informal bids from vendors and agencies to commit personnel, equipment and other appropriate resources that will provide support to the Port during emergencies.
15. Coordinate with Department of Defense, Federal, State, County and other local emergency management organizations, the public and stakeholders to gain and maintain effective working relationships and communication during an emergency incident.
16. Develop, coordinate and conduct both public and internal training programs regarding emergency services including facility evacuation planning, the roles and

responsibilities of emergency service workers, and all required Incident Command System (ICS), Standard Emergency Management Systems (SEMS), National Incident Management System (NIMS) training; monitor employee participation in mandatory training and certification exercises.

17. Provide responsible staff assistance to the Director, Homeland Security; manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs.
18. Oversee and participate in the development and administration of the department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
19. Serve as the liaison for Homeland Security with other branches, departments and outside agencies and committees; prepare and present staff reports and other necessary presentations to groups such as Port Commissioners, Port staff, and outside groups as needed.
20. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of emergency management and disaster preparedness.
21. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
22. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of emergency management, including hazard identification, mitigation and disaster preparedness, response and recovery.
2. California Standardized Emergency Management System (SEMS), Incident Command System (ICS) and the National Incident Management System (NIMS).
3. Emergency Operations Center (EOC) structure, operating procedures and communications systems.
4. Knowledge of WEBEOC, Everbridge, ESRI, Gensis and other systems commonly used during an emergency response.
5. Knowledge of Maritime Transportation System, Transportation Safety Incidents, United States Coast Guard roles and responsibilities
6. Knowledge of U.S. Navy emergency management processes, and Emergency Operations Center structures
7. Office procedures, methods and equipment including MS Office computer software programs, such as Teams, Planner, word processing, spreadsheets and databases.
8. Injury and illness prevention practices (IIPP).

9. Community emergency and disaster support and assistance resources and relevant federal, state and local laws, codes and regulations.
10. Disaster declarations and documentation requirements in relation to state and federal funding requirements in declared emergencies.
11. Principles and practices of organization, administration, budget contract, and personnel and project management.
12. Research methods, techniques, and methods of report presentation.

Ability to:

1. Work independently to complete assigned duties and responsibilities in a timely manner.
2. Design, manage, administer and monitor complex disaster and emergency management and preparedness programs in support of emergency prevention, preparation, response and recovery.
3. Develop, present, and evaluate training programs for staff and the public which address emergency management systems, procedures and response.
4. Interpret and administer department policy in the areas of emergency preparedness, code enforcement, incident command/incident management systems applications in the EOC, city/county/local area interrelationships and apply federal, state and local laws, rules and regulations.
5. Learn and retain local geography and resources as they relate to emergency management planning and operations.
6. Research, analyze and evaluate service and program delivery methods, techniques and challenges. Prepare clear and concise reports; express ideas and communicate clearly and concisely, both orally and in writing.
7. Maintain effective working relationships with stakeholders to ensure that assigned emergency management coordination efforts are successful.
8. Participate in the development and administration of department goals, objectives, procedures and budgets.
9. Plan, lead and conduct emergency exercises such as tabletops, workshops, functional and full-scale exercises in accordance with Homeland Security Exercise and Evaluation Program (HSEEP).
10. Assign, support, lead and attend Port participation in external stakeholders emergency management exercises such with the USCG, U.S. Navy, member cities, San Diego County, the State of California, and others as appropriate. Respond to emergencies, including those that occur during non-scheduled working hours.

11. Utilize computer systems and software for information retrieval, analyses, planning,
12. records management and emergency management.
13. Exercise sound judgment in response to changing situations and needs.
14. Understand and carry out oral and written instructions.

Education, Training and Experience:

At least three years of technical-level experience in an organization performing emergency management, disaster planning, and/or response, which has provided knowledge of emergency management concepts, terminology and basic procedures.

Equivalent to a Bachelors degree from an accredited college or university with major course work in emergency management, public administration, or a related field.

Licenses; Certificates; Special Requirements:

Certain assignments may require a valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

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 #: 2025 - 145

Dated: June 6, 2025

San Diego Unified Port District

Class Code: B862-UE12

CLASS SPECIFICATION
Manager, Communications & Community Engagement

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

GENERAL PURPOSE

Under general policy direction, plans, organizes, controls, integrates and directs San Diego Unified Port District (District) wide marketing and communications efforts; provides expert professional assistance and support to District management and the Board of Commissioners on strategic planning, performance management and measurement, marketing, public relations, communications and community services and related matters; in coordination with the Director, Communications & Community Engagement, manages responses to media inquiries and interacts with the media in wide variety of complex, often controversial and sensitive issues; and performs related duties as assigned. An incumbent also assists in planning and coordinating implementation of the District's strategic and business planning plan and related processes.

DISTINGUISHING CHARACTERISTICS

Manager, Communications & Community Engagement, is responsible for managing and integrating broad, comprehensive marketing, public relations, communications and community programs and services for the District to enhance its image with key stakeholders and the community, be responsive to its publics and promote its economic and financial success. The incumbent provides expert advice and counsel to the Director, Communications & Community Engagement and members of the Board of Port Commissioners regarding marketing, advertising, community outreach and communications with key stakeholders on issues of substantial visibility, impact and sensitivity. Responsibilities require a broad knowledge of operations, programs and activities and the exercise of creativity, initiative, seasoned judgment and exceptional marketing acumen in order to promptly address the issues and concerns of both internal and external stakeholders, often on a moment's notice or in crisis situations. Responsibilities allow for broad discretion on issues that are complex, interpretive and evaluative in nature.

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 departments; exercises executive responsibility for achieving department business, operational and program results; with subordinate 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; directs development of and monitors performance against the department's and District's budget.

2. With other members of the management team, exercises leadership and participates in the development of District's strategic plan and development of key strategic initiatives, business plans and operational/resource priorities to achieve long-term and short-term goals and priorities, in alignment with the District's core values and guiding principles.
3. Provides leadership and works with staff 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, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District's Personnel Rules and Regulations, policies and labor contract agreements.
5. Directs, manages, plans and oversees implementation and execution of approved marketing, advertising and public relations plans for the overall District including the cruise marketing and sales effort, communications and community services goals, objectives, plans, strategies, policies, standards and messages directed to both internal and external groups; directs, manages, plans and oversees the development and implementation of marketing, public relations, media and special events; establishes and maintains effective working relationships with key contacts and potential partners; builds liaison with strategic partners and oversees and manages the identification and implementation of plans to collaborate on marketing, public relations, communications and community services issues; oversees and directs the presentation of concepts, ideas and plans to stakeholders; directs planning and carrying out of a variety of special events.
6. Provides expertise, guidance and assistance to staff, senior management, Commissioners, other District personnel, Port tenants and external customers on marketing strategies; analyzes situations, evaluates specialized information and provides strategic decisions and recommendations on a wide array of marketing matters regarding various activities and projects of the District and its tenants; understands, enforces, interprets and explains complex regulations, laws and guidelines.
7. Represents the District at a wide variety of high-visibility civic, community, tourism, maritime and cruise line industry events and with professional organizations and associations; communicates District activities and position on issues and activities; identifies and commits to appropriate action/follow-up on behalf of the District; works with District senior management to address issues and requests; as requested by civic or community

organizations and others, makes public presentations, including speeches and audiovisual presentations or ensures that District is represented at events.

8. Directs the District's advertising programs; directs and oversees the work of external advertising and marketing firms; directs and oversees the development, negotiation and administration of contracts.

OTHER DUTIES

1. May act for the department director in that individual's absence
2. Directs and oversees the development and implementation of a corporate identity program.
3. Directs and oversees administration of the marketing sponsorship agreements and programs.

QUALIFICATIONS

Knowledge of:

1. Advanced principles, practices, concepts and techniques used in developing and executing marketing, media and public relations and community outreach plans, programs and strategies.
2. Principles and practices of strategic and long-term business planning.
3. Advanced methods and techniques for creating effective marketing, particularly the District identity, its stakeholders and interests.
4. Effective business communications and correct English usage.
5. Industry trends and media practices as they apply to developing and carrying out public relations, marketing and advertising programs.
6. District functions and operations and marketing issues.
7. Cruise ship and tourism industry trends, operations, sales and marketing.
8. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
9. Research methods and analysis techniques.
10. Principles and practices of contract negotiation.
11. Practices, methods and techniques in large-scale event planning.
12. AAPA Guidelines.
13. Basic web technologies, terminology and applications relevant to assigned responsibilities.

14. Principles and practices of effective management and supervision.
15. District human resources Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Plan, organize, direct and integrate the activities of comprehensive marketing to meet District goals and objectives.
2. Plan and direct a broad range of marketing programs and services directed to promoting the District's identity and image in the community, with business and industry groups and other key stakeholders.
3. Analyze and make sound recommendations on complex marketing issues and strategies.
4. Develop concepts and design specific methods and techniques to effectively advertise and improve marketing communications.
5. Present information, proposals and recommendations clearly, logically and persuasively in public meetings.
6. Represent the District effectively in public settings and with dignitaries and media representatives on a variety of sensitive and complex issues.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment and political acumen within general policy guidelines.
9. Exercise tact, diplomacy and discretion in dealing with highly sensitive and complex issues.
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 public and others encountered in the course of work. Time served as a District Intern will count towards the years of experience.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in marketing, public relations, communications, business administration, or a related field; and at least five years of progressively responsible management experience in marketing, communications, administrative management or related field. Time served as a District Intern will count towards the years of experience.

Licenses; Certificates; Special Requirements:

Certain assignments may require a valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

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 #: 2025 - 145

Dated: June 6, 2025