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OREGON DUNGENESS CRAB COMMISSION

JOB ANNOUNCEMENT

SECTION 1 – POSITION INFORMATION

Position Title: Executive Director
Position Category: Management Service
Agency Number: 645
Work Location: Coos Bay (at the present time)
Position: Full-time
FLSA: Exempt
Eligible for Overtime: No
Application Deadline: Wednesday, June 21, 2023, by 4:00 p.m.

SECTION 2 – COMMISSION/POSITION INFORMATION

The Oregon Dungeness Crab Commission (ODCC), created in 1977 under Oregon Revised Statute (ORS) 576, represents the interests of the commercial Dungeness crab industry in Oregon. The Commission is funded through a 1% of cash value assessment collected from commercial Dungeness crab harvesters by the first purchaser, who is a processor. The Commissioners determine how to use the assessment funds for the betterment of the Oregon Dungeness crab fishery through generic marketing, promotion, education, outreach, and research.

The ODCC is one of 23 industry-funded commodity commissions that operate under the umbrella of the Oregon Department of Agriculture's (ODA) Commodity Commission Oversight Program.

The ODCC is seeking a dynamic and proven Executive Director to provide leadership, vision, focus and unity to the Oregon commercial Dungeness crab industry. The Executive Director reports to and serves eight Commissioners who are volunteers appointed by the ODA Director. Five Commissioners represent Dungeness crab harvesters, two represent processor interests in the industry; and one represents the public and is not affiliated with the industry.

The Executive Director is responsible for carrying out directives developed and adopted by the Commissioners in a manner consistent with state and federal laws, rules, and regulations, to meet the objectives set by the Commission.

The ODCC's mission is to enhance the image of the Oregon Dungeness crab

fishery through promotion, education, and research. We strive to assist our fishery as it works to ensure a healthy ocean by maintaining the structure, productivity, function, and diversity of the ecosystem. Our commitment is to a sustainable fishery with long-term ecological benefits that will increase opportunities for success.

SECTION 3 – DESCRIPTION OF DUTIES

General:

1. Meet the leadership, managerial, budgetary and communications expectations of the Commissioners.
2. Serve as primary spokesperson for the Oregon Dungeness crab industry in a way that promotes and enhances the industry’s strength and standing.
3. Maintain close contact with harvesters and processors with frequent visits to Oregon’s major coastal ports.
4. Ensure that ODCC program commitments, state financial standards, state policies, legal, and ethical requirements are known and met by Commissioners and staff.
5. Ensure that ODCC communications, both planned and responsive, are professional and informative.
6. Recruit, retain, and manage high quality and effective ODCC staff.
7. Ensure and maintain a professional office team that functions cohesively.

Industry Relations:

1. Develop and maintain good relations and productive interaction with Dungeness crab harvesters, seafood handling/processing plants, related industries, and others to develop and implement collaborative projects that will benefit the Oregon Dungeness crab fishery, including but not limited to:

Oregon's federal elected officials	The Oregon Coastal Caucus and other state elected officials
National Marine Fisheries Service	Oregon Department of Agriculture
Pacific States Marine Fisheries Council	Oregon Department of Fish and Wildlife and its commission
Marine Stewardship Council	Oregon Coastal Zone Management Association
Non-Government Organizations, including environmental NGOs	Oregon State University Coastal Marine Experiment Station
Oregon Albacore Commission	Oregon Salmon Commission
Oregon Trawl Commission	Midwater Trawlers Cooperative

2. At the Commissioners’ direction, serve on committees of any applicable organization to represent the interests of the Oregon Dungeness crab industry.
3. Ensure the monitoring of state and federal policies and legislation on matters

affecting the Oregon Dungeness crab industry, and work to protect the interests of the industry on a state, regional, national, and international basis.

4. If requested by ODA to ensure industry access to state-supervised crab price negotiations, reserve appropriate meeting rooms and catering.

Planning:

1. Develop, recommend, and implement an annual marketing plan approved by the Commissioners to promote Oregon Dungeness crab. Assist the Commissioners to establish appropriate measures to evaluate the effectiveness of the marketing program elements.
2. Develop, recommend, and implement an annual coordinated public relations and industry communications plan approved by the Commissioners. The plan may include industry newsletters, press releases, website, social media, and other appropriate activities.
3. Facilitate periodic strategic planning and long-range goal setting.

Marketing and Communication:

1. Develop, recommend, and implement multi-faceted, cost-effective, unified marketing plan as approved by the Commissioners that promotes the sale, use and consumption of Oregon Dungeness crab regionally, nationally, and internationally.
2. Recommend to the Commissioners initiatives to collaborate with other Oregon commodities on marketing and promotional opportunities.
3. As required by the Commissioner-approved plan, create, and maintain working relationships with chefs and food professionals, hotel and restaurant industry, seafood retailers, tourism/food writers, bloggers, and others.
4. Develop, implement, and maintain a plan for frequent communication with Commission officers, other Commissioners, Dungeness crab fleet, seafood processors, other Oregon seafood commodity commissions, the Oregon Department of Agriculture, the Oregon Department of Fish and Wildlife, and other state and federal agencies, elected officials, and stakeholders.
5. Serve as primary spokesperson and coordinate industry communication and response to the media.

Administrative:

1. Plan, coordinate and facilitate a minimum of four Oregon Dungeness Crab Commission public meetings and one budget hearing during the fiscal year. As appropriate, schedule meetings in the various major port cities on Oregon's coast. Provide virtual access to meetings for the public and others. Ensure public notice of all meetings in compliance with ORS 192.

2. Administer personal service contracts, agreements, and research grants as approved by the Commissioners. Ensure timely progress updates and completion by contractors, researchers and others that receive Commission funds.
3. Ensure that Commissioners and staff are aware of and follow all applicable state and federal laws, and Commission procedures and policies.
4. Prepare annual Operation Plan for adoption by the Commissioners and ensure it is sent to the state in a timely manner.
5. Complete other projects and programs as may be assigned by the Commission.

Supervisory:

1. Supervise two full-time ODCC staff. Prepare and conduct annual performance appraisal evaluations. Recommend salary adjustments to the Commissioners within the context of preparation and approval of the Commission's budget.
2. Administer a personnel policy that includes applicable state policies and procedures for hiring, disciplinary action, and terminating employees. Administer ODCC Policies and Procedures.

Fiscal:

1. Work with Commissioners to prepare annual budget for approval by Commission pursuant to ORS 576.395 through ORS 576.495.
2. Administer budget expenditures consistent with state and federal requirements, sound fiscal practices, and good accounting practices and principles.
3. Administer the collection of producer assessments as set forth in state laws pursuant to ORS 576.325 through 576.392 and OAR Chapter 645 Division 10.
4. Administer preparation of quarterly and annual state reports related to program expenditures and commission operations.
5. Oversee preparation and review of monthly financial reports.
6. Oversee preparation for financial statement audit at least once every five years or more frequently as directed by the Commission.

SECTION 4 – REVIEW OF WORK

The Executive Director's performance is reviewed on an annual basis by the Commissioners in an Executive Session as permitted by ORS 192.660(2)(i), Performance Evaluations of Employees, unless the employee requests the performance evaluation be conducted during an open meeting.

Any salary adjustments are determined by the Commissioners.

SECTION 5 – WORKING CONDITIONS

1. As a professional executive, the Executive Director works a minimum of 40 hours a week on a five-day a week basis in the commission office, or as specified by the Commissioners.
2. The Executive Director must be available to respond as needed at any time of day or week, in a timely fashion.
3. Out-of-state and international travel and periodic weekend and overnight travel and meetings are required.
4. May occasionally encounter people with strong opinions.
5. Must be able to occasionally lift at least 40 pounds without injury, stand long periods of time, and work in cold, wet environment.

SECTION 6 – GUIDELINES

The Administrator/Executive Director is responsible for understanding statutes, administrative rules, and policies and procedures as they relate to the administration and operation of an Oregon commodity commission. Examples include:

- ORS 576 and other statutes
- Administrative Rule Chapter 645, 603, 122, 166 and other administrative rules and policies governing Oregon agencies.
- Oregon Attorney General's Administrative Law Manual and Uniform and Model Rules of Procedure under the Administrative Procedure Act.
- Oregon Attorney General's Public Records and Meetings Manual.
- Oregon Attorney General's Administrative Law Manual.
- ODCC Policies and Procedures Manual.
- ODFW Administrative Rules (635-005-0040 to 0060) related to Dungeness crab fishery.

SECTION 7 – QUALIFICATIONS

Minimum qualifications:

1. Bachelor's degree (or equivalent work-related experience) and a minimum of 3 years of experience as a proven leader in business/public administration, marketing, or related area, including demonstrated experience producing results and meeting goals.
2. A record of success as a dynamic and forward-thinking leader who can set objectives, motivate, collaborate, attain consensus, and manage performance to achieve results.
3. Excellent communication and presentation skills (written and verbal) to a variety of audiences.

4. Able to represent the Oregon Dungeness crab industry in a compelling, engaging, and effective manner that results in successful collaboration and problem-solving.
5. Excellent supervision, fiscal management, and effective time-management skills and experience.
6. Strong analytical ability, good judgment, and operational focus.
7. Work well under pressure, and for long hours during key periods.
8. Must have, or be able to obtain, a valid driver's license and have an acceptable driving record or be able to provide an acceptable alternative method of transportation. Must have a vehicle in good, reliable working condition and appropriate liability, collision, and comprehensive insurance.
9. Willing and able to travel routinely, including some weekends and overnights, throughout Oregon, nationally and internationally. Have or be able to obtain a passport.

Desired qualifications:

1. Demonstrated skill working with volunteers and/or boards.
2. Demonstrated initiative, dedication, and perseverance in the workplace.
3. Well-versed in public policy issues and government programs relevant to the natural resource industry.
4. Experience in commercial seafood, agricultural and/or food sector.

SECTION 8 – COMPENSATION

Salary and compensation commensurate with experience (starting range: \$75,000 to \$110,000). As a state agency, the Commission provides the State of Oregon employee benefit package including medical, vision and dental insurance; paid vacation, paid sick leave, and 11 paid holidays; and contribution toward the state retirement plan. Options for life and disability insurance are available.

The position is a full-time unrepresented management position and is not eligible for overtime.

SECTION 9 – APPLICABLE FEDERAL AND OREGON POLICIES

1. Applicant must be legally authorized to work in the United States or be able to obtain an Employment Authorization Document to prove eligibility to work in the United States and provide proof of legal employment status. Must produce proof of identity and work authorization within 10 days of accepting offer of employment.
2. A trial service period of six months is required upon initial appointment or promotion by state policy 40.065.01. The Commission may remove a trial service employee during a trial service period if, in the opinion of the

Commission, the employee is unable or unwilling to perform the duties of the position satisfactorily, or the habits and dependability of the employee do not merit continuing with the commission. The Commissioners may approve extending the trial service period beyond six months, but it may not exceed 12 months. Employees in trial service following a lateral transfer or promotion may request to be removed from trial service. Upon the Commissioners' approval, the employee shall have the right to return to a position with a comparable salary range as their previously held position.

3. The Commission follows state of Oregon policy 40-055-03: it is committed to providing preference to hiring and promoting qualified veterans and disabled veterans. Veterans who wish to obtain preference points must provide a copy of the DD214 or 215 with their application. Disabled veterans must provide either: a) a copy of the DD214 and a copy of the letter from the US Dept. of Veterans Affairs indicating a disability rating, unless that information is in the DD214 or 215, or b) a copy of a letter from the U.S. Department of Veterans Affairs indicating the person is receiving service-connected compensation. For veterans' preference points to apply, all required application materials must be submitted and all minimum qualifications and preferred qualifications of the position must be met.
4. The Oregon Dungeness Crab Commission is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, marital status, disability, political affiliation, belief, or veteran status.

SECTION 10 – APPLICATION PROCESS

E-Mail your application materials including:

1. one-page cover letter,
2. a current resume, and
3. contact information for three professional references (supply names, business name and position, current email and phone numbers, and your professional relationship with each).

Your cover letter and resume need to demonstrate how you meet the minimum qualifications and any desired qualifications:

E-Mail applications to:

Oregon Dungeness Crab Commission Executive Director Recruitment
commissions@oda.oregon.gov

THE DEADLINE FOR APPLICATIONS is June 21st, 2023, at 4:00 p.m.