(2)

San Diego Unified Port District
Document No. 54126
Filed NOV 04 2008
Office of the District Clerk

BPC Policy No. 030

SUBJECT: POWERS AND FUNCTIONS OF EXECUTIVE DIRECTOR (President/CEO)

PURPOSE: To delineate policy on the exercise of powers and functions of the Executive Director

POLICY STATEMENT:

1. The Executive Director shall manage the San Diego Unified Port District (District) for the Board of Port Commissioners (Board) in accordance with the San Diego Unified Port District Act and Board policies.

2. The Executive Director shall recommend plans, policies and objectives to the Board for development of all facilities of the District and shall review the status of District plans with the Board on a regularly prescribed basis.

3. The Executive Director shall implement approved plans and policies to attain prescribed objectives.

4. The Executive Director when designated by the Board shall officially represent the District in professional, governmental and civic organizations and committees.

5. The Executive Director shall be responsible for negotiating rent, terms, conditions, and restrictions within the policies prescribed by the Board.

6. The Executive Director shall provide a series of regular management reports and any special report requested by the Board.

7. The Executive Director shall be responsible for authorizing travel and incurring necessary expenses by members of the District Staff for conducting District business.

8. The Executive Director shall enter into and execute all grants franchises, leases, permits, rights or privileges for five years or less in accordance with any regulations the Board prescribes by resolution. Where rates, charges, or policy have not been established by the Board, the Executive Director shall bring the proposed agreement or grant to the attention of the Board for approval. The

Executive Director shall inform the Board monthly of the agreements and grants executed. The Executive Director shall give prior notice to the Board before granting an original land use permit. The Executive Director shall review periodically the terms and conditions of all privileges, grants and franchises, and shall make recommendations to the Board concerning their continuance, revocation, renewal or replacement with a lease.

9. The Assistant Executive Director (Executive Vice President) shall serve as the Executive Director in his/her absence and shall exercise the powers conferred upon the Executive Director within the limits of the District Act, the policies established by the Board of Port Commissioners and other applicable laws.

RESOLUTION NUMBER AND DATE: 2008-191, dated October 7, 2008 (Supersedes BPC Policy 030, Resolution 81-328, dated October 6, 1981; and Supersedes BPC Policy 020, Resolution 68-298, dated December 3, 1986)

54126

2

(1)

REFERENCE
COPY
54126

Re Amendment of BPC Policy 030,]
]
Powers and Functions of Executive]
]
Director (President/CEO) . . . . .]
]

RESOLUTION 2008-191

BE IT RESOLVED by the Board of Port Commissioners of the San Diego Unified Port District, as follows:

That Board of Port Commissioners Policy No. 030, Powers and Functions of Executive Director (President/CEO), as amended, (formerly entitled Powers and Functions of Port Director) a copy of which is on file in the office of the District Clerk, is hereby adopted.

ADOPTED this 7th day of October, 2008.

sw
10/7/08