

## RESOLUTION NO. 2016- 07

### A RESOLUTION OF THE PORT OF CHELAN COUNTY ESTABLISHING A JOB DESCRIPTION FOR THE EXECUTIVE DIRECTOR POSITION AND SETTING FORTH PROCEDURES TO ESTABLISH THE EXECUTIVE DIRECTOR'S SALARY.

WHEREAS, the current Executive Director of the Port of Chelan ("Port") is scheduled to retire from employment with the Port effective December 31, 2016; and

WHEREAS, the Port has retained consultant Jones Strategic ("Jones") to assist the Port in its effort to recruit a new Executive Director; and

WHEREAS, following consultation with Port staff and Commissioners, Jones has proposed that the Port establish a new or revised job description for the Executive Director position to use in the recruitment process;

WHEREAS, pursuant to RCW 53.08.170, the Port is required to establish positions, including job descriptions, and salaries by Resolution; and

WHEREAS, the Board of Commissioners now desires to adopt this resolution to establish a job description for the Executive Director position, and provide a process for setting the Executive Director's salary;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Chelan County as follows:

1. The Board of Commissioners hereby adopts the job description for the Executive Director of the Port attached to this Resolution as Exhibit "A" and incorporated herein by this reference as if set forth in full.
2. The Board of Commissioners shall establish the salary for the Executive Director, which will be based upon qualifications, at the time an offer of employment is extended to the proposed new Executive Director by motion of the Board at an open public meeting of the Port.

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3. This Resolution shall be effective upon passage by the Board.

ADOPTED by the Board of Commissioners of the Port of Chelan County at a regular meeting thereof held this 25 day of August, 2016.



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JC Baldwin, President



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Donn Etherington, Vice President



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Rory Turner, Secretary

## **Port of Chelan County: Executive Director Job Description**

### **Summary:**

This position, under broad policy direction from the Port of Chelan County Board of Commissioners, serves as the chief administrative officer of the port and is responsible for the activities of departments and staff, as well as support and management of the mission, vision, values and strategic goals of the Port.

In matters of governance and public policy, the position oversees the implementation and administration of Port Commission-established policies. The director has responsibility for maintaining excellent working relationships between the port and all local, state and national agencies, offices and representatives.

### **Principal Duties & Responsibilities:**

The Executive Director's major duties and responsibilities include Commission Administration and Support, Marketing and Business Development, Facilities Management, Finance and Business Operations, Staff Management and Development, and Community and Government Relations. Specifically, the Director:

- Assists the Commission in defining their shared vision. Advises the Commission on challenges and threats to the Port's ability to be successful.
- Carries out the vision by developing, and implementing strategic plans as well as business, economic development and operational goals. Creates clear work plan to accomplish goals; is accountable to Commission for work plan performance and holds staff accountable for their performance against goals.
- Rallies support behind the vision and strategic plan; makes the vision sharable by everyone; inspires and motivates staff and community. Monitors critical performance elements to help assure effective and efficient operation.
- Is proactive; anticipates future trends, benefits, and consequences and objectively state possibilities and probabilities.
- Manages the administration and operations of the Port consistent with the delegation of powers as adopted and/or modified by the Board of Commissioners.
- Sets the tone for the Port by exemplifying consistent values and high ethical awareness, honesty, and fairness.
- Administers the Port's financial affairs consistent with State law and adopted policies, budget, and financial guidelines. Maximizes the Port's ability to serve and expand the public purpose.
- Maintains effective relations with other governmental officials, community leaders, citizens, news media, etc.

- Provides support to Pangborn Memorial Airport Board, as well as management support to Airport Director through advice and through assignment of Port staff to PMA requirements.
- Maneuvers through complex political and institutional situations effectively; anticipates potentially negative reactions, recommends and plans an action course accordingly; views politics as a necessary part of organizational and public sector life and works to be effective within that reality. Unless otherwise not practical, obtains commission concurrence prior to publicly stating position.
- Manages, supervises and develops Port staff, including recruitment, hiring, evaluation and discipline. Is a good judge of talent; hires the best people available inside or outside the organization. Creates an environment where employees at all levels contribute their knowledge, skills, abilities, and ideas in a way that maximizes their potential. Completes performance appraisals in a timely manner and optimizes employee development opportunities.

### **Job Qualifications:**

- Education Requirements: An undergraduate degree in business or related field. An advanced degree in business or economic development related field is encouraged.
- Experience Requirements: At least five (5) years experience as the Director/CEO of a smaller or similar organization or the number two position in a larger organization.
- Requires excellent oral and written communications skills.
- Preference for sophisticated understanding and experience in real estate development, leasing, purchase and sales, either in public or private sector, or ability to learn.
- Preference for sophisticated understanding of financing development projects, including buildings, infrastructure and related costs; advanced understanding of cash-flow and cost benefit analysis.
- Demonstrated entrepreneurship and clear record of accomplishment and accountability.
- Knows (or can quickly learn) how successful public ports work; knowledgeable in current and possible future practices, trends, and information affecting port management, the port industry.

### **Summary of Core Competencies:**

- Spends time and the time of others on what is important; can quickly sense what will help or hinder accomplishing a goal; eliminates obstacles; creates focus.
- Demonstrates an entrepreneurial spirit by identifying non-traditional ways to generate revenue, investment capital, and maximizes the financial potential of existing port assets.
- Makes good decisions based on a mixture of analysis, wisdom, experience, and judgment; most solutions and suggestions turn out to be correct when judged over time.
- Maintains a favorable presence within the region, state, and industry that result in an increased knowledge of initiatives, trends, practices, and legislation that may affect the Port.