

EXHIBIT "A"

FUNCTIONAL JOB DESCRIPTION

PORT OF CHEHALIS JOB TITLE: Executive Director

Position Summary

Responsible for the overall management of all Port of Chehalis activities.

Position Control

The Executive Director reports directly to the Port Commission; guided by state statutory requirements, approved Port policies and strategic objectives, and authorized budgets and programs.

Qualifications

1. Education: Bachelors' Degree in Public Administration, Business, Finance, Engineering, or (equivalent) related field.
2. Experience: Five (5) years of industry experience, with experience at the director, manager, or administrator level of a public entity or equivalent is preferred. Two (2) years of additional comparable work experience may be substituted for each year of higher education in lieu of a bachelors' degree
3. Certifications and Licenses: None
4. Equipment: Proficiency in use of personal computer and other typical office equipment
5. Thorough knowledge of the principles, practices, technique, and standards in the areas of port operations
6. Thorough knowledge and understanding of real estate, marketing, and property management activities
7. Strong management skills relating to the ability to develop and administer port policies and procedures, ability to create a positive work environment and supervisory and training applications

8. Strong interpersonal skills to effectively communicate (in writing and verbally) with others in a professional and positive manner and in dealing with customers, the public, politicians and employees
9. Ability to develop and administer budgets and plans
10. Ability to manage and supervise programs and employees
11. Demonstrated analytical and problem solving skills, including conflict resolution in all areas of Port activities
12. Working knowledge of applicable Federal, State, and local laws, practices and techniques required to perform the duties of the job
13. Must possess a valid Washington State Driver's License

ESSENTIAL JOB FUNCTIONS

PHYSICAL:

The incumbent must be capable of performing normal office functions, including travel by auto and occasionally plane. The position incumbent primarily works in an office environment. Work outside the office may include travel through the State and as well as outside the State.

MENTAL:

The incumbent must be capable of resolving complex operating problems, supervise and lead employees and work effectively with others including the general public and government agencies.

JOB DUTY OUTLINE

1. Manage the Port of Chehalis in a manner consistent with Port policy and strategic objectives
 - Direct the collaborative development of Port operating budgets, strategic, and comprehensive plans
 - Direct the staff in the development of strategic Port plans
 - Utilize the operating budget as a management tool to achieve Port plans
 - Articulate and interpret Port goals to senior staff through formal staff meetings, written and oral communications, and informal discussions
 - Recognize and address inter-department conflicts and develop and implement approaches for positive resolution of such conflicts

- Conduct close recurring communication with key staff regarding long term planning and operating issues
2. Advise and consult with the Port Commission on all Port affairs
 - Advise the Commission on industry trends and market developments in order to set capital priorities
 - Advise the Commission on regulatory and political actions to develop Port positions on public issues
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 - Prepare and submit plans and budgets for Port capital projects along with recommendations to the Board for review and approval
 - Identify and clarify policy choices for and in collaboration with the Board
 3. Perform Port relations functions to promote Port interests before governmental agencies and the public
 - Represent the Port on various local and regional planning bodies such as the Southwest Washington Regional Transportation Planning Organization
 - Represent the Port at various public and private organizations as needed to promote and further the Port's purpose. Maintain active membership and participation in port-related local and state economic development organizations.
 - Work closely with the Lewis County Economic Development Council and the Industrial Commission to promote the Port's development and client recruitment efforts.
 - Monitor regulatory affairs affecting ports through consultation with staff, other industry representatives, the media, and other public information sources
 - Maintain and promote cooperative relationships with local, state and federal governmental entities for the benefit of the Port
 - Represent the Port in the local community through clubs, organizations, boards and citizens groups
 4. Monitor the Port's financial performance to ensure the overall health of the Port
 - Review monthly operating statement and budget status
 - Monitor cash positions in all funds with the Auditor
 - Review and approve all hiring and employee performance
 - Develop and submit budgets to the Board for approval
 5. Develop short and long term capital budgets
 - Identify all available capital resources and develop possible financing options

- Maintain a full understanding of the Port's debt structure
- Develop a capital project priority list for Board review and approval
- Monitor the capital budget implementation throughout the year

6. Marketing and Public Relations

- Target, screen and follow up marketing leads; make marketing trips to pre-qualified companies and locales; respond to referrals and walk-in leads
- Develop informational materials for presentations before various groups, organizations and individuals to develop support for the Port's efforts and to educate the public about the Port's purpose and authority.
- Prepare and distribute media releases and maintain a healthy relationship with the local media

7. Real Estate, Construction, and Property Management

- Initiate, coordinate, and obtain all necessary permitting and regulatory approvals for Port development activities
- Initiate and oversee construction and capital projects
- Manage and conduct daily operation and planning for future growth of the Port's properties and facilities in accordance with the Port's Comprehensive Plan
- Responsible for preparation, negotiation and administration of all leases, agreements, and contracts
- Recommends to the Port Commission fees and rents charges by the Port
- Recommends acquisition, sale, and lease of property and equipment to the Port
- Responsible for arrangement and management of consulting services, contractors, agents and brokers, architectural and engineering services as required

8. Service Objective

- Be courteous, respectful, and responsive to citizens and taxpayers
- Maintain a philosophy of cost effective use of the Port's resources

9. Personnel, Work Environment, and Organizational Development

- Select, evaluate, promote, and motivate employees to assure efficiency in Port Administration and Operation
- Develop and direct an effective management team to focus on smooth operation of Port business and activities
- Treat employees with respect

- Support a positive work environment
- Keep others informed of work issues and programs through quality communication and conflict resolution
- Commitment to a philosophy of quality
- Display initiative to resolve problems, capitalize on opportunities in the job and assist other employees

10. Other

- Perform other duties as assigned by the Commissioners