

## **PORT OF WALLA WALLA POSITION DESCRIPTION**

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### **Position Title**

Executive Director

### **Reports To**

Port Commission

### **Position Summary**

The executive director is the chief executive officer of the Port of Walla Walla, a countywide municipal corporation authorized to execute a broad range of economic development programs. As the lead economic development agency for Walla Walla County, the Port works to facilitate the creation and retention of family wage jobs. This is a full-time exempt position.

The Port operates in accordance with the laws and statutes of the State of Washington. It is governed by three Port Commissioners elected by the constituents of Walla Walla County. The Commissioners establish and adopt goals, policies, and operating budgets of the Port. The Executive Director is responsible for implementing said goals, policies, and budgets.

### **Special Requirements**

- Must possess a valid Washington State Driver's License
- Ability to work extra hours for special projects and/or meetings
- Working knowledge of computers (word processing, database, & spreadsheets)

### **Desired Skills**

- Visionary leadership with the ability to stimulate management team to look ahead and shape the future.
- Outstanding communication skills, and assertiveness in taking reasoned risks in presenting and selling ideas.
- A management style, which emphasizes collegiality, teamwork, participation, judgement and a commitment to results.
- Must possess initiative, imagination and creative ability for continued development of new and improved programs and in addressing and solving unusual and unique challenges. Ability to "think outside-the-box."
- One who can work well with a board, tenants, various community groups, and at all levels within the Port organization.

- A broad understanding of the bottom-line, solid analytical skills, a strong business acumen and outstanding management skills.
- Analyze and synthesize information quickly and effectively to formulate strategies.
- Ability to make timely decisions and answer questions without undue procrastination.
- Ability to complete priority projects in a thorough and accurate manner. Able to take on a wide variety of assignments. Highly organized.
- A “change agent” who is decisive, compassionate, flexible, adaptable to a changing culture, and has a high energy level.
- Willingness to state opinions and reasons without concern about the popularity of the views. Ability to be persuasive to sell a particular course of action.
- Leadership style, which emphasizes integrity and high moral standards.
- A sense of humor.

### **Duties and Responsibilities**

- Manage day-to-day Port activities within the parameters of the “Executive Directors Managing Authority Resolution” reviewed and approved each year by the Port Commission.
- Directs and coordinates the activities of all Port departments in a manner necessary to accomplish the Port’s established purposes and goals.
- Prepares, negotiates and implements leases, contracts, agreements and permits. Enforces said documents when necessary.
- Maintain a thorough understanding of Port Commission approved “Port Policies.” Recommend changes to existing policies and/or the adoption of new policies when needed. Maintain a complete listing of Port policies on the Port’s website to promote transparency with the public.
- Implements construction projects, alterations, improvements and maintenance of Port properties.
- Prepares, negotiates and arranges for consulting services and acquisition of materials and equipment.
- Prepares, negotiates and implements property acquisitions, property sales and disposal of surplus assets.

- Reviews annually property and liability insurance requirements for the Port. Recommends insurance coverages and deductibles to the Port Commission. Manages all Port insurance claims.
- Manages the Port's Tourism Program consistent with Port Commission policy. Accept applications and process them for Port Commission consideration.
- Regularly informs Commission on pertinent matters affecting the Port through oral and written communications.

### **Financial Management**

- Prepares and recommends annual budgets to the Port Commission. Prepares and recommends supplemental budgets when required. Follows all required public notices/legal advertisements in adopting budgets.
- Keeps Port Commission updated on the financial performance of the Port. This includes providing accurate monthly income and expense reports.
- Looks for opportunities to increase revenues and reduce expenses.
- Effectively manages Port's debt structure and coordinates and manages the issuance of, and payments of bonds and other financial instruments in collaboration with the Port Auditor/Treasurer.
- Researches and provides options to the Port Commission concerning the Port's annual property tax levy.
- Prepares Port Capital Budget Requests. Once approved, manages projects within the financial parameters established by the Port Commission.
- Directs and manages efforts to obtain local, state and federal financial resources to support Port programs and initiatives.
- Recommends to Port Commission changes in rates and charge/fee schedules for various Port properties and utility systems.
- Reviews and is familiar with the Port's annual financial statement. Is responsible for writing the Management Discussion and Analysis (MD&A) portion of the annual financial statement.
- Collaborates with Port Auditor/Treasurer to ensure the Port's accounting systems and internal controls are in compliance with the Washington State Auditor's Office requirements.
- Participates in annual State Auditor's Office audit. Is the principle employee responsible for correcting any audit deficiencies.

- Provides oversight on the Port's portion of the .09 Sales Tax Fund. Ensure all applications for funding meet guidelines as established by the Port Commission. Process applications for Port Commission consideration.
- Maintain "Return on Investment" worksheets for all Port owned properties. When presenting new lease agreements and/or lease renewals be able to articulate the return of investment to Port Commission.

### **Government & Community Relationships**

- Effectively communicates with local, state, and federal governmental officials/entities (including administration, legislative, and regulatory units) concerning Port objectives.
- Effectively communicates the role and value of the Port to community stakeholder groups, speaks to service clubs, lead community bus tours, produces annual newsletter, and organizes the fair booth.
- Assures the Port's websites are updated and relevant.
- In collaboration with staff, develops informational materials for presentation to public groups to engender public support for Port economic development initiatives.
- Maintain constructive working relationships with community agencies including: Chamber of Commerce, Visit Walla Walla, Downtown Foundation, Walla Walla Valley Wine Alliance, et al.
- Lead and manage community coalitions including: U.S. Highway 12 and the Penitentiary Community Task Force. Actively participate in Mill Creek Coalition and Commercial Air Service Coalition.
- Manage state and federal governmental affairs contracts. Ensure Port priorities are being advanced. Seek other local governmental partners to offset cost of contracts.
- Serves as Port's primary contact with the media. Prepares news releases and keeps media informed on Port activities as required.
- Represents the Commission before legislative, public and private groups. Attends meetings pertinent to Port interests.

### **Leadership**

- Sets a positive example with staff by dedicating the time and effort to produce high quality work. Provides staff a clear sense of direction regarding Port priorities. Regularly communicates with staff concerning ongoing Port activities.

- Works effectively with staff to gain loyalty, respect and cooperation in creating an effective team. Exhibits a cooperative attitude with staff and willingness to share responsibility and credit for accomplishments. Has tolerance in viewpoints of others. Willingness to help others in the organization succeed.
- Develop and implement an employee recognition program.
- Maintains positive relationships with Port tenants. Makes self available to tenants to respond to questions and concerns. When necessary communicates policies to tenants effectively and accurately. Listens effectively.
- Demonstrates flexibility to changing priorities. Has the judgement to separate important issues from unimportant issues.
- Takes responsibility when problems arise. Able to isolate and define problem areas and works to constructively solve them.
- Handles difficult situations and job challenges in a constructive manner and maintains a positive outlook. Maintains an even temperament and tact when difficult situations arise.

### **Personnel Management**

- Selects all staff personnel and is responsible for placement, motivation, training, and required personnel action to assure efficiency in Port operations.
- Evaluates employee performance on an annual basis.
- Prepares, maintains and implements the Port's Personnel Policy Manual as approved by the Port Commission.
- Recommends changes in pay for Port employees to the Port Commission.
- Ensures accurate and detailed job descriptions are maintained for all Port positions.
- In collaboration with Port Commission review and modify as necessary the Port's organizational chart to ensure efficiency in the Port's operations.

### **Commission Meeting Management**

- In collaboration with Port staff, prepare agendas and all supporting documentations, including staff memos for all regular and special Commission meetings.
- Arrange when necessary, third party presentations at Port Commission meetings.
- Is well organized at Port Commission meetings with relevant information, data and analysis on issues before the Port Commission. Is able to effectively articulate both sides of an issue.

- Compile accurate written minutes of meetings of the Commission. Ensure all Commission meetings are recorded and posted on the Port's website in a timely manner.
- Principle staff member responsible for Port compliance with the Washington State Open Public Meetings Act. Provide regular notices to media/public for all regular and special meetings. Provide notices to the media/public when Port Commissioners are attending regional meetings and/or traveling to trade association meetings.
- Knowledge of the rules and regulations governing Executive Sessions. In collaboration with Port Legal Counsel provide guidance to Port Commission. Ensure Port Commission meeting agendas clearly indicate the purpose of the Executive Sessions.
- Understands and respects the policy making role of the Port Commission. Effectively carries out and supports (both internally and externally) Port Commission policy decisions.
- In collaboration with Port staff maintain an updated Schedule of Events.
- Serves as the secretary of the Port of Walla Walla Public Corporation. Administers the programs and policies of the Public Corporation.

### **Planning & Strategy**

- In collaboration with Port Commission and staff establish well defined yearly operating priorities to include capital, administrative and legislative priorities. Maintain an effective monitoring plan to keep Port Commission updated on the execution of the yearly priorities.
- In collaboration with the Port administrative team plan, develop and coordinate the Port's annual planning retreat with the Port Commission.
- Update as needed the Port's Comprehensive Plan to reflect the Port's development plans for its properties along with associated capital investment plans. Amend the Port's Comprehensive Plan when selling and/or purchasing property.
- With the Airport being the Port's Flagship Property, be a strong advocate with the Airport Manager for its continued development.
  - Provide leadership and support for the continued development of the Airport Business Park.
  - Provide leadership for improved commercial air service.
  - Develop and maintain positive working relationships with the general aviation community.

- In collaboration with the Airport Manager help oversee and manage the development of Airport Master Plans.
- Support the Airport Manager in preparing and reviewing with Port Commission the Federal Aviation Administration's Five Year Capital Improvement Plans for aviation improvements.

**Economic Development (Lead Agency Status/Associate Development Organization)**

- In coordination with Port's Economic Development Director and in consultation with the Port Commission develop, coordinate, implement, and monitor the Port's annual Economic Development Plan.
- Determine and apply needed resources to allow all elements of the plan to be implemented.
- With the assistance of Port's Economic Development Director attend and help lead bi-monthly Economic Development Advisory Committee meetings.
- Develop and maintain positive working relationships with Economic Development Advisory Committee Members and seek their input and direction as annual economic development plans are being developed.

Revised Job Description as of October 9, 2015.