

Employee Name:		Phone:	528-8001
Position Title:	Executive Director	Grade:	
Department:	Executive	Date:	
Supervisor/Title:	Port Commission	FMLA Status:	Exempt
Working Title:		Emp. Status	Full Time
Location of Employment:	606 Columbia St. NW		

Position Overview

Serving as the Chief Executive of the Port of Olympia, the Executive Director is responsible for all activities of the Port. They provide strategic direction and promote the mission, vision, values and strategic goals of the Port that are defined through consensus with the Commission. This position reports to a five-member Commission that establishes the strategy, policies, and objectives of the Port.

Organizational & Community Leadership

As the leader of the Port of Olympia, the Executive Director oversees all departments, which includes: Swantown Marina and Boatworks, the Marine Terminal, Olympia Regional Airport, Real Estate and Business Development, Human Resources and Administration, Finance, and Environment and the 49 full-time employees.

The Executive Director represents the Port to community members in Thurston County, community leaders, Tribes, local, county, state, and federal agencies, municipalities, and stakeholders. This position builds coalitions to spur economic development, environmental stewardship and community support.

Fiscal Responsibility

The Executive Director oversees the annual budget and is a steward of the use of these public funds. This position is responsible for the financial health of the Port and ensures the municipality has the financial means to meet all legal and mandated obligations. The Executive Director oversees the implementation of business plans, budgets and programs for all business units and departments with long-range planning to meet environmental and economic development goals.

Environmental Stewardship

The Executive Director is responsible for promoting and maintaining the Port's vision of environmental stewardship for all Port properties and operations. This includes supporting compliance with all state and federal environmental laws and championing some of the Port's most ambitious environmental initiatives, such as the Budd Inlet Restoration Project, Bush Prairie Habitat Conservation Plan, and Climate Change Response planning efforts.

Real Estate & Economic Development

The Port of Olympia collaborates on economic development projects with Tribes and local governments within Thurston County. This position works with Port staff and the community build coalitions that spur economic development and opportunities for the community. The Executive Director maintains positive relationships within the community grow opportunities.

Essential Job Functions (Primary Duties)

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Essential Job Functions (Primary Duties)

The Executive Director fosters a highly productive team and work environment that promotes cooperation, empowerment, inclusion, equity and respect.

As delegated by the Commission, the Executive Director will implement policies and procedures along with senior staff to execute a shared vision. Additionally, the Executive Director informs the Commission regarding new opportunities and challenges to the Port's ability to achieve its goals.

Working with the Director of Operations, the Executive Director provides vision, guidance, and leadership to enhance and grow the four business units of the Port: Marine Terminal, Marina & Boatworks, Airport, and Business and Real Estate Development .

The Executive Director partners with the Commission in maintaining excellent working relationships between the Port and local, county, state, and federal agencies, as well as within Thurston County's economic development community. This position works with Commissioner's and senior staff to develop and implement strategic plans and operational goals that support the Port's objectives and mission and leads staff and stakeholders in adopting the plans to ensure their success.

The Executive Director provides strategic oversight of the Port's financial affairs in partnership with the Director of Finance ensuring the Port's fiduciary responsibilities are met which includes following policies, budgets, and financial guidelines. Along with delegated senior staff, the Executive Director represents the Port to the community including community leaders, citizens, and the media. The Executive Director works with the small cities and unincorporated areas to partner in projects that support the mission of the Port.

The Executive Director also performs other duties and responsibilities as may be required by the Commission. This includes managing the Port's government affairs strategy and activities, representing the Port's interests before local, state, and federal elected officials, assisting in legislative advocacy efforts, and working with Port staff to promote the interests of the agency in the local community. Works with internal staff and Lobbyists for obtaining legislative support for Port funds and projects and represents the Port to the Washington Legislature in work sessions and hearings.

This position meets regularly with Commissioners to ensure the organization is meeting its operational and strategic goals. They also present regularly at Commission meetings to update the Commission and the public regarding Port business.

The Executive Director meets with directors weekly ensuring operational effectiveness and addressing any organizational concerns. They work with the Port's general counsel and the Director of Human Resources & Administration on legal matters and resolving public/staff complaints and/or grievances.

Supervisor Responsibilities

This position supervises the Executive Leadership to include the Director of Finance, Director of Human Resources & Administration, Director of Operations, Director of Strategic Initiatives & Commission Affairs, and Director of Environmental Planning and Programs. The incumbent is responsible for ensuring its staff are equipped with the necessary tools and resources to be successful in their role. Conducts annual performance evaluations and holds staff accountable for their work.

Accountability

The Executive Director is the only Port position that reports to the Commission and is held accountable for the day-to-day operations and activities of the Port as delegated by the Commission. The Commission is

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Accountability

committed to the success of the incumbent in this position and conducts annual performance reviews for the Executive Director. The Commission reviews the Port's Strategic plan to ensure the Executive Director is accomplishing the goals as set forth therein.

Minimum Qualifications (Experience / Education Required)

A Bachelor's degree and ten years or more of progressively responsible management experience directing operational activities, public policy, research or marketing, economic development, finance and/or other activities relevant to municipal or Port operations or 15 years of experience in lieu of education.

Preferred experience includes:

- Five or more years of experience managing large-scale budgets.
- Experience working with a tribal government, board, council or commission is desirable.
- Experience advancing environmental initiatives.
- Strong interpersonal skills, writing and public speaking.
- Working with customers, the public, politicians, and employees.
- Knowledge and understanding of real estate, marketing, and property management activities.
- An advanced degree is a plus.
- Must possess a valid driver's license.

Required Knowledge / Skills / Abilities

The Executive Director must be an inspired leader who is committed to promoting the Port's Mission. This position requires highly developed communications skills which include public speaking, written, and one-on-one conversations. They are experienced in resolving conflict and have the ability to find solutions between various groups both internally and externally. The incumbent must be able to motivate and develop staff to ensure effective and efficient Port operations. Must understand financial management and be able to balance the financial goals of the Port with the diverse needs of the community.

The Executive Director must be committed to the Port's responsibility to environmental cleanup responsibilities and climate change solutions. They will promote environmental and sustainability policies and support actions to restore and protect the environment with a proactive program of prevention, remediation, and education.

Consistently demonstrates diplomacy, discretion, and tact. Also, must exemplify consistent values and high ethical awareness, honesty, and fairness in the workplace. The Executive Director must have highly developed interpersonal skills; knows when to lead and when to listen.

Check all that Apply

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing			✓		
Walking			✓		
Climbing	✓				

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Sitting					✓
Stooping / Kneeling		✓			
Lift/Carry up to 15 lbs.					✓
Lift/Carry up to 30 lbs.			✓		
Lift/Carry up to 50 lbs.		✓			
Push/Pull up to 25 lbs. of exertion				✓	
Push/Pull up to 50 lbs. of exertion		✓			
Work below waist level			✓		
Work at waist to shoulder level					✓
Work above shoulder level		✓			
Reach further than arm's length		✓			
Fingering			✓		
Grasping / Holding		✓			
Talking					✓
Hearing					✓
Seeing					✓
Work in confined spaces			✓		
Exposed to extreme temperatures		✓			
Operate tools or machinery (incl. office equip.)		✓			
Operate motorized vehicles/equipment		✓			
Work at heights balancing	✓				
Use/exposed to hazardous substances	✓				

Signatures:

Employee Date

Supervisor Date Title

Director (if different than Supervisor) Date Title

****Return original with signatures to Human Resources.**

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