



# Port of Skagit

WASHINGTON

## EXECUTIVE ASSISTANT

**\$78,000 - \$95,000**

*Plus Excellent Benefits*

*Apply by*

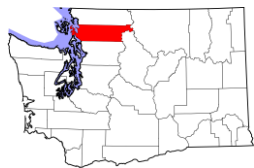
**March 31, 2024**

*(Applications Reviewed as Submitted - Open Until Filled)*

**PROTHMAN**



## WHY APPLY?



The Port of Skagit is nestled halfway between Seattle and Vancouver, Canada, in unincorporated Skagit County.

The region enjoys access to over 6 million people within a 100-mile radius, and stands out as cost-competitive, with lower tax rates, industrial land and building costs, and median home prices compared to the nearby major metropolitan areas. With convenient access by highway, rail, air, and sea, including proximity to three international airports and seaports, the county boasts reduced traffic congestion. Local infrastructure is comprehensive, encompassing competitive energy and utility costs, widespread high-speed internet access, and a deep-water seaport. Skagit County itself has a population of approximately 127,000 people, and the region is known as being one of the fastest growing counties in the state, experiencing steady growth over the last 10 years. Skagit County's major urban centers, historic villages, rural retreats, and seaside ports each have unique scenic beauty and a multitude of attractions, making the region primed to cater to businesses, tourism, and families.

Western Skagit County features waterfront communities, berry farms, and tulip fields, while mountains, eagles, and wildlife reserves mark the eastern edge of the county. The famous Skagit County Tulip Festival has been part of the City of Mount Vernon since the early 1980s. With the San Juan Islands, Mount Baker and the Skagit County farmlands in the region's backyard, there is plenty of natural beauty to explore, and seasonal events like Berry Dairy Days, B'Town Fall Fest, and the Skagit Valley Tulip Festival make sure there is no shortage of fun to be had.



In addition, the region offers opportunities for biking, boating, canoeing and kayaking, fishing, golf, hiking, snowshoeing, skiing and white-water rafting, and even offers beaches and Offroad Vehicle Trails. Skagit Valley also offers a thriving performing arts scene, with ballet schools, community theater groups, dance companies, and more.

Skagit County maintains one of the largest and most diverse agricultural communities west of the Cascade Mountain range. Agriculture is one of the largest industries in Skagit County, and local farmers produce about \$261 million worth of crops, livestock, and dairy products on 93,000 acres of land. Other significant industries include aerospace and marine manufacturing, construction, and health care, as well as retail and services.

## THE PORT OF SKAGIT

Governed by a board of three Commissioners elected to six-year staggered terms, the Port of Skagit serves as an economic development engine for Skagit County by concentrating on the Port's mission, *Working Together for the Greater Good of the Skagit Valley*. Local voters approved the creation of the Port of Skagit in 1964, realizing the need for an entity that would serve the economic needs of Skagit County by helping to create jobs in the natural resource fields of agriculture, wood products, fisheries and mineral extraction, as well as diversifying the economy by introducing manufacturing industries to the community. The Port's focus has broadened over time, and today the Port aims to contribute to the economic vitality of Skagit County through the development of facilities and infrastructure that support local commerce, trade and tourism.

The Port of Skagit operates on a 2024 budget of \$12 million with approximately 36 FTEs, and owns and operates five key facilities: the Skagit Regional Airport, the Bayview Business Park, Watershed Business Park, SWIFT Center and the La Conner Marina. Combined, the facilities are home to more than 100 tenants and provide nearly 1,550 full-time jobs.

To learn about the various Port Enterprises please view the attachment found [here](#).

To learn more about the extensive operations of the Port of Skagit, please visit:

[www.portofskagit.com](http://www.portofskagit.com)

**THE POSITION**

Under the general supervision of the Executive Director, the Executive Assistant will perform secretarial and administrative duties for the Executive Director. This position requires the exercise of independent judgment, decision making, and strict confidentiality.

This position will implement the Port’s Promise, Mission and Vision and exhibit the Port’s Values such as truthfulness, integrity, and teamwork, and be responsible for coordination and publication of notices for Board of Commissioner meetings, executive sessions, and public hearings. The Executive Assistant will prepare and distribute Commission agendas and all pertinent back-up materials, packets, notices, resolutions; take, prepare, distribute, and maintain meeting minutes per Open Public Meetings Act regulations, and attend all Commission meetings and take minutes. This position will coordinate set up and take down meeting room(s).

To view the a full job description, which includes the position’s full duties and responsibilities, please view the attachment found [here](#) or on [www.prothman.com](http://www.prothman.com).

**For more information, please visit:**  
[www.portofskagit.com](http://www.portofskagit.com)



**Port of Skagit**

The Port of Skagit is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 31, 2024** (Applications Reviewed as Submitted - Open Until Filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "Open Recruitments", select "**Port of Skagit, WA – Executive Assistant**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.

**EDUCATION & EXPERIENCE**

- A High School diploma or equivalent.
- A minimum of ten (10) years of increasingly responsible administrative support to a senior director/manager or executive.
- A valid Washington state driver's license.
- Must be willing and able to obtain a Notary Public license.
- Demonstrated proficiency in MS Word, Excel, PowerPoint, Outlook and web-based tools.
- Demonstrate maturity, discretion, initiative, critical-thinking and sound judgment to carry out tasks in a stressful and constantly changing environment.
- Excellent organizational skills, and the ability to work independently and interact effectively with all levels of internal and external customers.
- Excellent oral and written communication skills including proper spelling, grammar, phone etiquette, and public speaking.
- The ability to establish work priorities and self-manage to meet all deadlines.

**COMPENSATION & BENEFITS**

- **\$78,000 - \$95,000 DOQ**
- Medical, Dental, Dental, and Life Insurance.
- Washington State PERS.
- Deferred Compensation Plan.
- Employee Assistance Program (EAP).
- Paid Holidays, Vacation, and Sick Time.
- Wellness Program, including applicable reimbursements.
- Employer provided uniforms and generous boot allowance, if applicable to position.

[www.prothman.com](http://www.prothman.com)

371 NE Gilman Blvd., Suite 310  
 Issaquah, WA 98027  
 206.368.0050

