



# Port of Skagit

WASHINGTON

**LEASING ADMINISTRATOR**

**\$70,000 - \$85,000**

*Plus Excellent Benefits*

*Apply by*

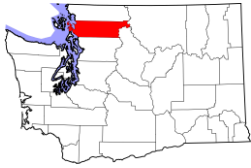
**March 31, 2024**

*(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 within the Port's Real Estate Enterprise: 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)

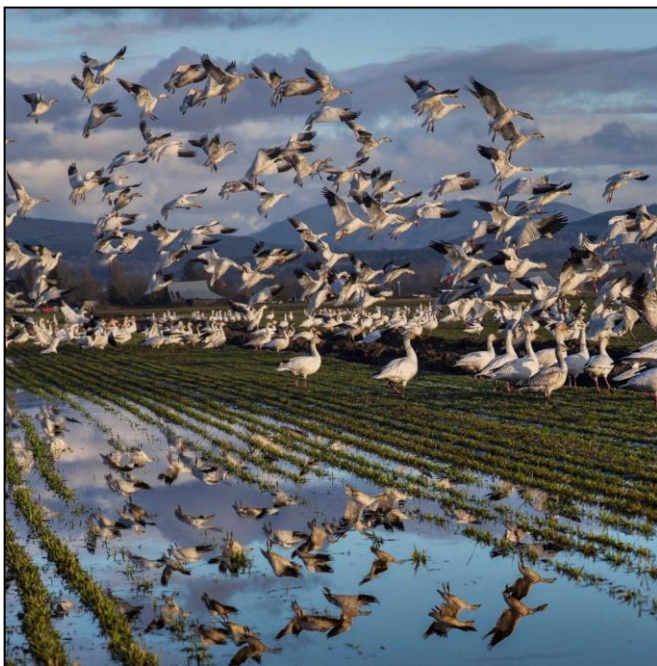


## THE DIVISION & POSITION

The Real Estate Department is responsible for developing and implementing real estate programs that drive economic growth and improve the Port's financial performance, while seeking the highest and best use of port properties. Historically, the department's day-to-day operation is the responsibility of the Director with strong administrative support. This collaborative approach has been highly successful in meeting the long-term needs and goals of the Port.

The Leasing Administrator serves as a key participant on the Port's Real Estate Team and manages the Port's leasing portfolio including buildings and land. The Leasing Administrator handles tenant relations and manages the administrative, legal, and promotional elements of the Port's real estate program.

To view the a full job description, please view the attachment found [here](#) or on [www.prothman.com](http://www.prothman.com).



## THE IDEAL CANDIDATE

### Education and Experience:

A two (2) year degree or equivalent in paralegal, legal, real estate, business, finance or related field, a minimum of five (5) years in paralegal, legal, real estate, and/or business management fields, and a valid Washington states driver's license by the time of hire is required.

The ideal candidate would be an experienced paralegal with a background in land use and real estate transactions, who also has interpersonal skills, and enough good judgement to take both initiative and direction when needed.

### Necessary Knowledge, Skills, and Abilities:

- Strong administrative skills and attention to detail in preparing, administering, and interpreting complex legal and contractual documents.
- Strong skills in customer service and clear communication, both verbally and in writing, and be able to simplify complex ideas and provide clear and easy to understand solutions which can be conveyed to a wide range of audiences.
- An understanding of the unique aspects of various Port properties and tenants, as well as an understanding of the Port's unique approach to leases.
- A familiarity with economic and business development, value added agriculture, facilities, marinas, airports, and financial bottom lines is a plus.
- The ability to maintain trust, integrity, and honesty at all times, even when delivering challenging news to tenants and other stakeholders. The Port seeks win-win outcomes in their work with tenants and businesses. This ethic is key to the Port's success.
- Experience and skill to build relationships with the community, including those with a long-standing history within Skagit County, current and potential future tenants, internal staff, and community organizations including local Chambers of Commerce.
- The ideal candidate will focus on generating revenue while considering the broader economic impact to the region, rather than simply aiming to fill leases quickly.
- The selected candidate will demonstrate humility and have a genuine passion for Port projects.

## COMPENSATION & BENEFITS

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- **\$70,000 - \$85,000 DOQ**
- Medical, Dental, and Vision Benefits.
- Washington State PERS.
- Life and Long-Term Disability Insurance.
- Vacation Accrual of 12 Days Per Year. Increases with Longevity.
- Sick Leave Accrual of 8 Hours Per Month.
- 11 Paid Holidays



# Port of Skagit

**For more information on the  
Port of Skagit, please visit:**

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

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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 – Leasing Administrator**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



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

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