



An Equal Opportunity Employer

Job Title:	EXECUTIVE DIRECTOR
Department:	Executive - Leadership
Reports To:	Port of Pasco Board of Commission
FLSA Status:	Exempt, Full-Time
Salary:	As set by the Port of Pasco Board of Commission

*This description represents the **essential functions and accountabilities** of the position. The knowledge, skills, abilities, education, experience, licensing or certifications are representative of the requirements necessary for successful performance of these essential functions/essential accountabilities.*

The responsibility of the Port of Pasco is to fulfill the essential transportation and economic development needs of the Port district boundaries within Franklin County and the area served by the Columbia and Snake River corridors, the Tri-Cities Airport, and connecting rail and highway routes. The primary focus of the Port of Pasco is to enhance the overall vitality of the region through the development and maintenance of a variety of real estate, facilities, transportation hubs, and programs of service. The Port is an essential partner in the regional economic engine that promotes and sustains local economic growth and development and cooperates with other governmental agencies for that purpose.

JOB SUMMARY:

The Executive Director is selected by and reports to the Port of Pasco Board of Commissioners. This person is the chief executive officer of the Port of Pasco and is responsible for all activities of the Port. The primary function of this position is to ensure that the Port operates in an ethical, efficient manner, with financial stability to meet the goals of the Port of Pasco. As the top leadership position within the Port, the Executive Director provides management direction to department Directors, lead staff members and general staff of the Port of Pasco. The Executive Director has the responsibility to ensure good communication and association with other economic, transportation and governmental agencies within the region.

ESSENTIAL FUNCTIONS & DUTIES:

General and Administrative

- Responsible for the over-all management and proper operation of the Port of Pasco which encompass the Tri-Cities Airport and associated properties, Big Pasco Industrial Center, the Wharf, Pasco Processing Center Rail Line, the Reimann Industrial Center, Osprey Pointe Business Park, and other Port interests across the Port District.

- Provides leadership and coordination with Department Directors to ensure that the policy and direction of the Port is carried out in an efficient and cost-effective manner.
- Assures fair and equitable treatment to all Port of Pasco employees, customers, tenants and the public.
- Enforces the rules and regulations adopted by the Commission and implements and manages policies, procedures and other guidelines executed by either the Commission or the Executive Director.
- Keeps the Port Commission informed on pertinent matters affecting the Port's operations, interests and financial well-being.
- Maintains and improves upon the strong relationships that have been developed with other economic development agencies, governmental agencies, regulatory agencies both State and Federal, public interest groups, the constituents of the Port and other groups that may have an influence or interest in the business of the Port.
- Ensures compliance with WA State Public Records Act.

Planning

- Oversees the preparation and updates to the Port Comprehensive Scheme of Harbor Improvements ("the Comp Plan"), Strategic Plan, and Capital Budget Plan which will be submitted to the Commissioners for their approval. Periodic evaluation and reports on the approved goals are provided to the Port Commissioners.
- Ensures effective organization, supervision, control and performance of the operations of the Port.
- Plans the future direction of Port activities within the broad scope of the Commission approved planning documents and resolutions.

Operations

- Provides leadership oversight to ensure proper implementation of construction work, alterations and improvements to the Port's real estate, physical facilities and transportation infrastructure to comply with state and federal requirements for public works projects.
- Manages leases and contracts, agreements, permits, negotiates settlement of claims, arranges for consulting services and the acquisition of material and equipment through both direct involvement and communication with department Directors.
- Ensures compliance with environmental regulations for all Port properties.

Finance

- Responsible for the financial management of the Port of Pasco through direct involvement with department Directors.
- Accountable for maintaining budget guidelines set within the annual budget approved by the Port Commission to assure the Port of Pasco remains in a sound fiscal position.
- Directs the preparation of annual budgets, revenue estimates, and financial reports while assuring the financial integrity of the Port District.
- Coordinates and manages the issuance of bonds to finance the Port programs as authorized by the Commissioners.

- Directs and manages efforts to obtain Federal and/or State grants and other aid to support the Port programs.
- Presents to the Commissioners recommended changes in fee schedules charged by the Port.

Commission Meetings

- Directs the preparation of agendas and provides supportive information for the regularly scheduled and special meetings of the Commission. Manages the participants and preparations for presentation as necessary.
- Reviews the accuracy and completeness of the Minutes of meetings held by the Commission.
- Ensures meetings are in compliance with the WA State Open Public Meetings Act.

Public Relations

- Oversees releases for the media and keeps the media informed of Port activities on an as needed basis.
- Oversees informational materials for presentation to public groups and other organizations to assure proper public support.
- Represents the Commission before legislative, public and private groups as necessary. Attends meetings pertinent to the Port interests.

Personnel

- Provides leadership and management of the selection, hiring, termination, placement, training and motivation of key personnel to ensure efficiency and effectiveness in Port operations.
- Oversees the development and implementation of a Commission-approved Port Personnel Policy Manual to include an Equal Employment Opportunity Policy.
- Maintains and encourages a positive working environment with respect to labor and employee relations whereby the Port employees are treated fairly, equally and consistently.
- Makes recommended changes to the administrative salary range matrix for Port positions to the Commission.
- Manages collective bargaining agreements and presents to Commission for approval.
- Coordinates duties of Port attorney to meet Commission needs.

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent oral and written communication skills.
- Ability to interpret policy level direction into actionable activities.
- Comprehend and use the English language effectively.
- Ability to work effectively with others and accept supervision and technical guidance as necessary.
- Prioritize a variety of projects and multiple tasks in effective and timely manner; work independently and meet critical time deadlines.

- Use tact, initiative, and prudence with staff, tenants and the public.
- Ability to regularly and punctually attend work at the office or other location(s).
- Ability to read, analyze and interpret complex documents and the ability to respond effectively to sensitive inquiries or complaints.
- Ability to make effective speeches and presentations on all subjects of the Port whether complex and controversial or general subjects to Commissioners, management and governmental groups, public forums and boards and decision makers.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Must have competent computer skills, including word processing and spreadsheet applications.
- Ability to operate standard office equipment, including a computer, copier, and printers, etc.

PERSONALITY:

- Demonstrate initiative, imagination and creative ability for continued development of new and improved programs and the ability to take on challenges and address and solve unique and unusual problems. Innovative and open to new concepts and ideas.
- Possesses self-assurance and the ability to express ideas and concepts clearly and effectively.
- Is capable, mature and willing to accept responsibility.
- Be decisive in areas of critical operations of the Port.
- Must be affable and understanding of client problems and at the same time practice and encourage fair and firm enforcement of the rules and regulations of the Port.

QUALIFICATIONS/COMPETENCIES:

Minimum Qualifications:

- A combination of education and/or experience that includes financial management, business administration, and organizational leadership sufficient to demonstrate the skills necessary to perform the duties and responsibilities of the position of Executive Director.

Preferred Qualifications:

- Education/Experience: A Bachelor's Degree of Public Administration, Business, Finance, Engineering, or an equivalent/related field, OR a minimum of five (5) years of industry experience in Economic Development, Transportation, Finance or Public Sector Leadership.
- Five (5) years of experience at a director or manager level.
- A minimum of five (5) years of human capital management experience.
- Experience and knowledge of working with an elected board.
- Thorough knowledge of Port Operations.
- Thorough knowledge of Real Estate and Property Management principles.

- Thorough knowledge of Economic Development concepts and principles.
- Thorough knowledge of Budgeting and Strategic Planning principles.
- Experience with labor contracts negotiation, airport operations, and environmental compliance.
- Compliance experience for public records, open public meetings, public works projects, and federal grants.

Licenses, Certifications & Other Requirements:

- Professional License or Certification related to Port industry desired, but not required.
- Must possess a valid Washington State Driver's License, or ability to obtain one within 30 days of employment.
- Must meet the minimum Motor Vehicle Standards of Port's auto insurance carrier.
- Must be bondable and insurable.
- Must pass a pre-employment drug screen test and medical examination.

WORKING CONDITIONS:

Environment:

- The work is generally performed within an office environment. Will require occasional trips to other Port offices and other agency offices for business purposes, which may include inclement weather conditions. Lighting and temperatures are typically adequate, and there are little to no hazardous or unpleasant conditions caused by noise, dust, etc. The noise level in the work environment is usually quiet to moderate. May interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Requirements:

- The physical demands described here are representative of those that must be met to perform the essential functions of this job. This employee is regularly required to speak and hear. This position requires sitting, standing, walking, bending, kneeling, stooping, crouching, pushing, pulling, twisting, reaching, lifting, using a step stool, manual dexterity and other normal movements required in the performance of the job. The employee may need to lift and/or move items up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Operation of a motor vehicle.
- Must be able to perform the essential function of the job with or without reasonable accommodation.

SELECTION GUIDELINES:

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the

position.

- The job classification description does not constitute an employment agreement between the Port of Pasco and employee and is subject to change by the Port as the needs of the Port and requirements of the position change.

EEOC Notice: The Port prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.