

Characteristics of the Ideal Candidate

Port of Moses Lake Executive Director



Our next Executive Director will manage by example, leading a team of professionals toward common goals established by our elected Board of Commissioners.

The Executive Director and staff, as the Port's management team, will support the Commission in establishing those goals, providing insight into the challenges and opportunities that lay ahead.

This is a forward-focused position that is mindful of the Port's history and its role in serving the community. To do that effectively our new Executive Director will need to be an active member of our greater Port district community.

To be successful our new Executive Director needs to have good management skills, including:

- Effectively communicating with our tenants, community, industry and staff.
- Building relationships within the community, our industry and our tenants.
- Respecting the organization's chain of command and the governance role of the elected Commission, while seeking the professional advice and counsel of Port staff.
- Developing a deep understanding and appreciation of the Port's role as a public agency in service to the community.
- Steadily navigating identified changes in course toward better alignment.
- Enhancing the working effectiveness of an already experienced and competent team of professional staff.
- Being capable of seeing a desired vision and effectively energizing the organization to achieve it.

The Port strives to balance its public mission of serving the local and regional community with its need to be fiscally responsible as it generates earned income and collects taxes to support that mission. To that end, our new Executive Director would ideally have knowledge of or a combination of experience in:

- The workings of public agencies or not for profits that, like ports across Washington state, must balance their mission with the need to create financial margin.
- The drivers that motivate private investment in our community.
- The Port's lines of business, including surface and air transportation as well as industrial real estate development.
- Managing within a complex organization with multiple priorities and the need to prioritize staff and financial resources towards the preferred outcome.
- Working directly with a governing board.

PORT OF MOSES LAKE, WASHINGTON
CLASS SPECIFICATION
Executive Director

<u>DEPARTMENT</u>	<u>FLSA STATUS</u>
Administration	Exempt

CLASS SUMMARY:

This class serves as the top executive officer of the Port of Moses Lake, reporting to the Port's elected Board of Commissioners. Responsibilities include comprehensive management and leadership for the Port, including policy development and administration of programs, process, functions, budget, and staff.

ESSENTIAL DUTIES:

FREQUENCY

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	
Directs the development and implementation of the Port's goals, objectives, policies and procedures; leads and executes strategic planning and related initiatives. Supports the Port's Board in developing the agency's priorities, goals and strategies.	10%
Enforces policies and regulations of the Port; ensures that all franchises, contracts, permits and privileges granted are observed. Prepares and presents reports to the Board related to Port activities and financial condition.	10%
Represents the Port with elected officials, other jurisdictions, businesses, boards, and public forums; and engages regarding issues impacting the Port.	20%
Supervises, selects, trains, motivates and evaluates department directors; indirectly supervises Port staff; assigns, plans and reviews work; promotes opportunities for career training; instructs staff in policies and procedures; conducts staff meetings and conferences. Makes recommendations to the Board.	20%
Provides leadership to departments in executing the direction of the Board. Researches and analyzes data; assesses strengths and weaknesses in services levels, performance and financial status; confers with, and informs Port staff about staff objectives, areas needing improvement and problem-solving; develops and implements policies and procedures.	20%
Oversees the preparation of budgets, salary plans, operating policies, procurement activities and the overall financial condition of the Port.	10%
Monitors compliance with applicable laws and regulations; keeps informed about changes and developments affecting the Port.	10%

PORT OF MOSES LAKE, WASHINGTON
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Performs other duties of a similar nature and level as assigned.	N/A
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TRAINING AND EXPERIENCE:

Bachelor's Degree in business or public administration or related field and 10 years of professional experience in managing a complex organization. Knowledge of public agency operations as well as experience in the transportation industry and real estate development is desired; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, subject to any other requirements set forth in law or regulation.

LICENSING/CERTIFICATIONS:

- Washington State Driver's License.

DESIRED KNOWLEDGE OF:

- Principles of economic development and job ceation;
- Principles and practices of supervision and management, personnel policies and procedures;
- Principles and practices of budgeting, finance, purchasing and grants administration;
- Recent developments, current literature/trends and sources of information in the transportation field;
- Private investment principles;
- Public agency administration;
- Applicable federal, state and local laws, codes, regulations and/or ordinances;
- Laws, ordinances and regulations underlying port operations; and
- The importance of safe working practices, procedures and regulations;

SKILL IN:

- Facilitating activities, fulfilling requests and implementing the policy direction of a governing board;
- Assigning, reviewing, evaluating, planning and coordinating the work of others;
- Promoting staff development and motivation;
- Negotiating and conflict resolution;
- Exercising independent judgment within organizational and legal frameworks;

**PORT OF MOSES LAKE, WASHINGTON
CLASS SPECIFICATION**

Executive Director

- Problem-solving, analysis and decision-making;
- Comprehending, interpreting and/or preparing complex reference materials, manuals, reports, rules, laws, regulations and other items related to work assignment;
- Public speaking;
- Mathematical computations required for public budgeting, accounting and forecasting;
- Utilizing a computer and relevant software applications;
- Utilizing communication and interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by GBS
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