Port of Arlington

Executive Director

Position Overview

The Port of Arlington Executive Director is responsible for overall organizational leadership and the implementation of the Port’s Strategic Business Plan and Capital Investment Plan. The Executive Director guides the overall operations of Port facilities, personnel, and financial performance in addition to directing operational policy and providing program direction in support of the Port’s mission. This position reports directly to the Port’s Board of Commissioners.

**Summary of Essential Duties**

* Responsible for leading the Port in its efforts to implement the goals and strategies outlined in its Strategic Plan, and to envision and accomplish sound business initiatives.
* Responsible for marketing and outreach programs and represents the Port in relationships with customers, stakeholders, local, state, and federal officials, and the Gilliam County community.
* Designated signature and appointing authority for the Port, as appropriate or indicated in the first Commission approved “Business Resolution” of each fiscal year.
* Recruits new businesses and negotiates rental/lease agreements, and other related business transactions by the authority granted by the Commission.
* Promotes job retention and creation and creates new business opportunities through economic development.
* Responsible for supervision to staff that may include prioritizing, assigning, and reviewing work. Provides leadership and direction to all Port staff in accordance with Port Employee Handbook, while continuously seeking to improve overall efficiency and effectiveness of Port operations.
* Responsible for all appointments, performance evaluations, disciplinary actions, termination, and other personnel management. Responsible for the application of best practices pertaining to personnel management actions for Port employees.
* Responsible for all coordination of the activities of all consultants to the Port, including legal counsel, planners, auditors, and other professional services.
* Provides Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission’s short and long-term goals.
* Responsible for the duties of the Port’s Budget Officer. This position is responsible for the preparation, submission and adherence to the Port’s annual operating budget and capital improvement planning in compliance with applicable Oregon budget law.
* Responsible to identify local, state, and federal grant opportunities and submit grant applications as approved by the Port’s Commission.
* Responsible for the regular inspection and timely maintenance of all Port facilities, compliance with applicable laws and regulations and the securing of all necessary permits from regulatory agencies.
* Works with the Commission President in developing Commission Meeting Agendas
* Oversees, the preparation and scheduling of all Commission meetings, following the guidelines of Oregon Public Meeting Laws. Attends all meetings unless excused by the Commission and ensures written minutes are delivered to the Port Commission, in a timely manner for the Commission’s review and approval.
* Responsible for the timely performance of all financial requirements of the Port. This is inclusive, but not limited to, ensuring the accurate posting of all accounts payable and receivable, payroll, tax filings and payments, fund transfers, bank account preparation, reconciliation and verification, financial reports, monthly journals, general ledgers, profit, and loss statements.
* Provides monthly budget performance updates at each regular monthly Port Commission meeting.
* Provides excellent customer service and communication to Port Commissioners that may include weekly briefings or as requested.
* Advises andassists the Commission in developing and maintaining communication with the Commission’s constituency.
* Providesthe Commission with updates of activities within the Port that may generate above normal interest from the press and or, community members and Port stakeholders.
* Provides the Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.
* Regularly reviews Port departmental policies and procedures, and recommends revision when appropriate, in consultation with the Port Commission.
* Provides orientation for new Commission members.
* Provides direction to Port staff in cultivating a culture of proactive customer service for their area of responsibility by monitoring and taking initiative in identifying areas for improvements. Collaboratively develops plans solutions and alternatives to improve organizational efficiency.
* Sets the tone for and models professional and respectful interactions both internally and externally.

**Economic Development**

* Foster’s strong relationships with the Port’s constituents and stakeholders, Business Oregon, economic development organizations on the local and state level, and connection to Federal representatives of funding organizations.
* Represents the Port in relationships with local, state, and federal officials for the purpose of furthering grant availability for economic development.
* Envisions and accomplishes sound business initiatives.
* The Executive Director is responsible for ensuring marketing, economic development, revenue creation, and out-reach programs are effectively managed.
* Ensures economic development activities are in alignment with the Commission approved Strategic Business Plan, the Port’s Annual Commission approved Budget and, the Port’s Capital Investment Plan.
* Responsible for marketing and outreach programs and represents the Commission in relationships with district constituents, customers, local, state, and federal officials, and community associations.
* Performs other duties and responsibilities as assigned by the Commission.

**Working Conditions**

The position works primarily in an office setting with some occasional travel. May require weekend and evening work occasionally. This is an exempt employee position. The Port is an alcohol and drug-free environment. Weapons, of any kind are prohibited on Port property.

**Contact with Others**

Considerable contact with persons within and outside the Port offices, including clients, tenants, contractors, representatives of the US Army Corps of Engineers and tribes, federal, state, local officials, consultants, and the public.

**Preferred Experience, Training & Knowledge**

A bachelor’s degree in business administration, public administration, or a related field. Experience should include senior level management, personnel management, fiscal budget management and/or equivalent combination of training, education and experience which demonstrates the knowledge, skills, and abilities necessary to successfully perform the essential duties of this job.

**Skills & Abilities**

Must be comfortable operating common office equipment and software applications, including accounting software used by the Port. Proficiency in using current information technology including Word, Excel, financial management and basic keyboarding. Must possess refined verbal, written, and online communication skills and the ability to create effective working relationships with the Commission, staff, consultants, tenants, customers, visitors, government representatives, media, and district constituents. Must be able to establish priorities, delegate job duties, accomplish goals and objectives.

Ability to thrive working alone and in diverse team environments is desired. Will be required to regularly seek out and attend training to improve relevant skills as opportunities arise.

The ideal candidate will have knowledge of general and governmental accounting principles and to write submit, and, defend operating and capital budgets. The ability to successfully research, write and submit grant proposals and administer such grants that are awarded are highly desired. The ideal candidate must possess strong organizational skills and demonstrate keen attention to details.

**Licenses**

Must possess a valid drivers license and maintain the state’s minimum auto insurance.

**Hours of availability**

This is a salaried position that is expected to average 40-50 hours per week. Working hours are dependent upon the needs of the facility. The Port is a 24-hour public facility, and the Executive Director is expected to ensure that operations meet the needs of the port at all times.

**Commitment to Diversity, Equity, and Inclusion**

The Port of Arlington is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives.

**Non-Discrimination**

The Port of Arlington does not discriminate based on race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity or protected veterans in employment. Public meetings and Port activities as set forth in compliance with federal and state regulations.

**Compensation and Benefits**

Port of Arlington offers a competitive salary and benefit package.