



Richland, WA

**EXECUTIVE DIRECTOR**  
**\$140,000 - \$170,000**

*Plus Excellent Benefits*

Apply by  
**September 8, 2019**  
*(First Review, Open Until Filled)*



**WHY APPLY?**



Located among the Columbia, Yakima, and Snake Rivers in south-eastern Washington, the Port of Benton promotes economic development within the Port of Benton, Benton County, Richland, Prosser, Benton City and the region.

The area averages 300 days of sunshine a year, allowing residents and visitors to enjoy a multitude of outdoor activities, from water sports to golf to wine touring to outdoor theater.

The Port of Benton offers the right candidate an excellent career opportunity while working with an experienced Board and dedicated team to provide excellent service and vision to a vibrant community with a bright future!

**THE REGION**

Embedded in the heart of wine country and a rich agriculture community, Richland is located at the confluence of the Snake, Yakima, and Columbia Rivers and its sister cities of Kennewick, Pasco, and West Richland make up the Tri-Cities (population 289,960), fourth largest metropolitan area in Washington State. The region is expected to surpass 300,000 residents in the next year.

Because of the mild climate and an abundance of warm, clear sunny days each year, Tri-City residents can enjoy a variety of outdoor recreation activities including hiking the trails of Badger Mountain, water-skiing or kayaking on the Columbia River, hitting the links at one of the ten beautiful golf courses, or horseback riding through Red Mountain wine country.



The Tri-Cities is also a sports minded community, providing many public athletic facilities and two professional sports teams: Tri-City Americans WHL Ice Hockey and Tri-City Dust Devils, a professional Single A affiliate of the San Diego Padres (playing at the GESA Stadium in Pasco). The region has its share of fine sports venues in the mix, boasting state-of-the-art softball fields and many soccer and baseball fields.

Richland is just a few hours' drive from the major urban centers of Seattle, Spokane and Portland, and the Tri-Cities Airport has direct flights to Seattle, Denver, Salt Lake City, Las Vegas, Minneapolis, Los Angeles, Phoenix and San Francisco.

**THE ORGANIZATION**

Established in 1958, the Port of Benton is a local municipal corporation of the State of Washington whose primary mission is economic development. The Port has a the three-member Port Commission serving as the board of directors, with each commissioner representing a district within Benton County and serving a six-year term. Two Board members have over twenty years of experience and one has twelve years of experience on the Port of Benton Board. The Port is focused on making financially sound strategic investments that strengthen the community as it transitions away from federal resources associated with the Hanford Site. The Port of Benton is unique among Washington Public Ports, as it owns and operates two airports: one located in Richland and the second in Prosser. The Port also manages Crow Butte Park, owns a railroad, and manages over 200 leases. The Port of Benton holds over \$89 million of total assets within its district located among 13 site areas. Overall, the Port manages 2,756 acres, 52 buildings, two airports, and rail and barge terminal facilities. Port properties support over 3,290 direct jobs with an approximate payroll of \$200 million.

The current executive director has retired after seventeen years as the Executive Director, and thirty years overall with the Port. The new Executive Director will be responsible for continuing the vision and leadership of an organization with 22 FTEs that manage and maintain approximately \$100 million in taxpayer assets on a \$12-15 million annual budget.

**THE POSITION**

Under the direction of the Port Commissioners, the Executive Director is responsible for the day-to-day operations and ongoing management of the Port’s enterprises and facilities. The Executive Director is responsible for leading all Port departments, and directing the development of goals, objectives, business plans, budgets and programs for all business units and departments. He or she also develops and maintains positive relationships with tenants, customers, and community groups, and oversees the Port’s operating budget and supports and directs the staff at the Port.

**Other responsibilities include:**

- Manage and develop Port staff to ensure the operational success of Port services and the professional development and satisfaction of the staff. For the staff, set clear goals and objectives and regularly measure performance against them. Ensure authority is appropriately delegated; staff is performing at optimal levels while being offered personal development and professional challenge. Be a team builder and a team player.
- Work with the Director of Finances to ensure the long-term financial success of the Port of Benton District; always improving income versus expense efficiencies; staying financially competitive and adapting to changing market conditions and opportunities; while providing all required or requested financial reports and filings.
- Align the Port to provide top quality customer service in all aspects of Port operations; establishing departmental customer service performance criteria, measuring against these criteria and demonstrating continuous improvement over time.
- Guarantee that Port Operations meet required regulations, laws and all legal requirements of day to day operations; ensure Port staff is trained on and understand legal requirements of their duties; regularly work with the Port Finance Director and Port Counsel to audit performance results and confirm legal obligations are being met.

- Ensure the Port maximizes the financial benefits from port assets and properties to the benefit of the Port taxpayers; provides economic development opportunities to the community; and is seen as a positive contributor to the local community.
- Understand Federal processes as they related to the Federal Aviation Administration, Department of Energy, Surface Transportation Board, and Federal Railroad Administration, and provide support is complying with all federal standards. Understand and support State of Washington legislative processes as they related to grants and state funding and agencies (i.e. CERB, TIGER, BUILD, etc).

**OPPORTUNITIES & CHALLENGES**

**Building for Success**

The new Director will lead the staff and organization through an organizational and cultural change that trains, develops and maximizes the talent of the staff to achieve the goals and vision of the Board of Commissioners. The Director will work to define the roles of each position in the organization and provide the necessary training for staff to be successful and look for opportunities for staff development and advancement. As well, the Executive Director will develop and manage a succession planning program to combat upcoming retirements and normal turnover.

**Expansion**

The Executive Director must research and initiate projects to expand the Port operations to enhance economic development in the region. As well, the Director will research and write grants that will assist in the funding for major capital projects of the port. This will also require the Director to review and assess existing leases for equity for each tenant.



**Ongoing Litigation**

The Port is in several lawsuits with one of its tenants. The Port has successfully defended multiple lawsuits against this tenant in the past; however, decisions are typically appealed. Currently there is federal litigation with a claim of ~60 million attached to it.

**Crow Butte Park**

Crow Butte Park is located on a 275-acre site approximately 25 miles west of Plymouth from part of an island located in the Columbia River. The Park is in a remote location that needs to be monitored without utilizing a large amount of Port funds. As such, staffing this location is a challenge that the Executive Director will need to tackle head on.

**IDEAL CANDIDATE**

**Education and Experience:**

A bachelor's degree in business management, finance, accounting, political science, or similar educational background or relevant work experience in a related field is required, with an MBA or graduate level degree in a closely related field preferred. A minimum of ten years of experience in economic development, marketing, business development, managing a successful business, or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties are required.

Applicants should have strong leadership and management experience in an economic development field, and at least 3-5 years in a senior or executive level leadership role. The selected candidate must have or be able to obtain a valid Washington State driver's license.



This ideal candidate will have prior experience working with airports, parks, and railroads, such as might be acquired through experience as, for example, Assistant Port Director in a larger or similar sized port, airport manager, resort manager or public utilities manager.

**Necessary Knowledge, Skills and Abilities:**

- As the public face of the Port in the community, must set a tone of honesty, fairness and open communication.
- Ability to anticipate future trends and possible revenue streams and work proactively to promote and efficiently run the Port and to move forward proactively in a strategic manner.
- Experience with state and federal laws related to Port operations and know how the laws affect this Port District.
- Demonstrated prior experience in revenue-producing management, taking into consideration the organization's fiscal, social and environmental areas of responsibilities.
- A desire to live within the Port district to more fully represent the local taxpayers.
- Willing to be visible at community events and activities to promote the value of the port.
- Must be willing to participate in various conferences, such as the Washington Public Ports Association conferences, and trainings such as public records trainings, with Port Commission approval.
- The ideal candidate is confident in his or her abilities, yet inquisitive with a willingness to learn.
- Strong interpersonal skills and approachability, and the ability to listen and respect other perspectives will be a key to success.
- Proven total transparency to keep the Board apprised on the operation and projects of the Port.
- Experience working with leadership staff, provide clear information, that is well researched to assist the Board in making key policy and financial decisions.
- Ability to recruit and hire the best department leadership staff, building a strong executive team that can guide the Board in the effective operations of the Port.
- Ability to set clear direction, allowing staff to perform their work with the necessary oversight to assure work is accomplished.
- Ability to develop and initiate a supervisory training program for current and new supervisors and managers, with regular updates to training.

- Strong negotiating skills with experience developing relationships with local businesses, both tenants of the port property and the community to advance the goals of the port.
- Proven success as a "change agent". Strong leadership skills and a successful track record of initiating organizational and cultural change.
- Ability to develop a skilled and committed executive leadership team, and lead and manage staff at all levels of the organization.
- Strong fiscal knowledge, including operating, capital, forecasting and grant writing.
- Strong communication skills, both orally and written.
- The ideal candidate will be a big picture, visionary thinker, and demonstrate ownership and a strong commitment to the port that encourages people to follow his or her leadership.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.



### COMPENSATION & BENEFITS

- **\$140,000 - \$170,000 DOQ**
- Medical, Dental & Vision
- Public Employees' Retirement System (PERS)
- Deferred Compensation
- Paid Time Off Bank (PTO) accrued at a base rate of 24 days per year with increases to the accrual rate based on years of service
- 10 holidays plus 1 floater
- Tuition Reimbursement



Please visit:  
[www.portofbenton.com](http://www.portofbenton.com)

The Port of Benton is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 8, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. 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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