

## **JOB DESCRIPTION**

POSITION: Executive Director

REPORTS TO: Board of Commissioners

### **Position Summary:**

The Executive Director of the Port of Clarkston is the chief executive officer of the county wide, municipal corporation operating in accordance with the revised codes of Washington, the Constitution of the State of Washington and the federal laws and statutes. The Executive Director acting on behalf of the port, assists existing industry to achieve greater services. The Executive Director enables the port to assist industry by constructing and leasing facilities to such industry, leasing land to be used by industry and by encouraging industries to locate in Asotin County.

### **DUTIES AND RESPONSIBILITIES:**

#### **Administration:**

- Directs and coordinates the activities of all port departments in a matter necessary to accomplish the Port's established goals.
- Recommends policies, procedures, plans, and programs to the Port Commission.
- Enforces rules and regulations adopted by the Commission.
- Implements, negotiates and administers leases, agreement, permits, etc, executed by the Port.
- Assure fair treatment of all Port employees, customers, and tenants.
- Informs Port Commission on pertinent matters affecting Port's operation through oral and written communications.
- Prepares summary and directs the preparation of required legal documents and financial reports with legal counsel, Port's accountants, and / or Auditor.

**Planning:**

- Conceives and plans effective programs for origination, supervision, and control of Port operation.

**Operations:**

- Administers the day to day operation of the Port of Clarkston Crane, public dock, barge slips, industrial park land, and other facilities unless otherwise delegated to the Port of Clarkston Auditor.
- Implements construction projects, alteration, improvements and maintenance of Port's Real estate and plan facilities unless otherwise delegated to the Auditor.
- Prepares and negotiates leases and contracts, administers contracts, negotiates settlement of claims and disputes with or between leases. Arranges for consulting services and acquisition of material and equipment.
- Recommends acquisition, management and leasing operation for facilities, equipment and inventories and sale of property or surplus Port assets.

**Finances:**

- Prepare with the Auditor, and recommends annual budgets to the Commission.
- Coordinates the Ports investments, income and expenditures to insure compliance with standard practices and the guideline with the County Treasurer.
- Coordinates and manages the issuance of, and payments for bonds and other fiduciaries to finance Port programs as authorized by the commissioners, working closely with underwriters, bond counsel and others.
- Directs and manages efforts to obtain Federal and/or State grants and aid to support Port Programs.
- Recommendations to the Commission for changes in fee schedules charged by the Port.
- Prepare with the Port's Auditor financial reports for the Commission and other agencies as required.
- Determines with the Port's Auditor, and recommends to the Commissioners, the annual tax levy to be collected by the Asotin County Assessor.

**Commission Meetings:**

- Prepares agendas, schedules, arranges participation and presentation as supportive information, for the regularly scheduled and special meeting of the Commission.
- Responsible for the preparation of clear, accurate and complete minutes of meetings of the Commission.

**Public Relations:**

- Prepares releases for media and keeps media informed of Port activities as required.
- Develops informational materials for presentation to public groups. Attends meeting pertinent to Port interests, as a Port representative or to seek information.

**Personnel:**

- Responsible for the hiring and firing of all staff personal unless otherwise delegated. Responsible for placement, motivation, training, evaluation and required personnel action to insure efficiency in the Port operation.
- Evaluates employee performance on an annual basis.
- Maintains an effective management-labor relationship with employees to augment employee morale.
- Recommends changes in pay schedules for Port employees to the Commissioners.