

Employee Name:		Phone:	
Position Title:	Director of Strategic Initiatives & Commission Relations	Grade:	Q
Department:	Executive Services	Date:	01/20/23
Supervisor/Title:	Sam Gibboney, Executive Director	FMLA Status:	Exempt
Working Title:	Director of Strategic Projects	Emp. Status	Full Time

Position Overview

In consultation with the Executive Director (ED), this position coordinates and monitors the implementation of the Port’s Strategic Plan and oversees selected priority projects. Provides policy analysis and research in support of the Port Commission as directed by the ED. Monitors Commission and Leadership meetings to ensure timely and effective follow up. Provides guidance and direction to the Executive Director and other department Directors to ensure deliverables support the Port’s Strategic Plan. This position is part of the Executive Team and works to ensure that the goals set forth in the Strategic Plan are met.

Essential Job Functions (Primary Duties)

Reporting to the Executive Director, this position assists with the implementation of Port Commission priorities as well as the day-to-day administration and operations of Commission functions. Major responsibilities include coordinating the execution of strategic initiatives, consulting with and advising the Executive Director on policy matters, and enacting complex policies and programs to fulfill the goals and objectives of the Port. The Director of Strategic Projects will be responsible for managing the affairs of the Port Commission and supporting the commitment to fair, equitable, and transparent decision-making. This position oversees the establishment of operational and administrative aspects of a newly formed governance structure (increasing the number of Port Commissioners from three to five) while maintaining continuity of operations and governance in the existing structure; all while implementing the Strategic Plan 2025.

Vision 2050 and Strategic Plan 2025 Implementation & Reporting

Facilitates implementation of initiatives and goals and ensures timely completion and forward progress. Works with directors and senior managers to maximize the effectiveness and efficiency of interdepartmental operations and activities. Coordinates with directors and senior managers to produce quarterly and annual reports regarding the implementation of initiatives and goals in Strategic Plan 2025. Presents such reports to the Commission on a regular basis. Works with the Port of Olympia Citizen Advisory Committee (POCAC) and/or Commission appointed committee to produce an annual “report card” regarding the implementation of Vision 2050. Ensures that work on initiatives and goals and reports are coordinated with the Commission calendar.

Facilitate Informed Decision-making: Creates an environment that promotes accountability, transparency, high standards, and innovation in the Commission’s work. This position serves as the central hub to maintain the planning and flow of the Commission’s work. Coordinates with internal and external offices, programs, or sections to ensure that the documents summarizing the policy and operational matters before the Commission are complete, accurate, and adhere to the highest standards of presentation.

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Essential Job Functions (Primary Duties)

Ensures that a wide variety of documents are reviewed as to form, content, consistency of application and adherence to established laws, policies, rules, and regulations. Ensures Commission agenda readiness including review and feedback on staff presentations, and advance briefings to the Commission as necessary. In sum, responsible for timely, accurate and professional production of the Commission Agenda packet and Commission Calendar. Works with the Executive Director to ensure Commissioners are informed in a timely fashion of relevant information and activities, including outside normal business hours as necessary and in emergency situations.

Executive Support & Cross Team Coordination: Serves as a “force multiplier” to the Executive Director and other members of the Executive Team. Serves as an *air traffic controller* for the leader and the senior team; as an *integrator* connecting work streams that would otherwise remain siloed; and as a *communicator* linking the leadership team and the broader organization. Ensures that the Executive Director makes the most of their limited time, that information arrives at the right point in their decision-making process, and that follow-up happens without their having to check.

Administrative Expertise: Coordinates Commission meetings and supervises the Commission Coordinator in the preparation, posting, dissemination of Commission notices, minutes, resolutions, and other important documents in accordance with state and local government laws. Coordinates with other Port staff to ensure that meeting materials are prepared timely and adhere to the highest standards of presentation. Attends most meetings and ensures proper operation of audio, visual, and recording equipment. Ensures adequate coverage in the event of an absence. Maintains expertise in public meeting laws and familiarity with parliamentary rules. Serves as the Commission’s custodian of records. Maintains and manages onsite and electronic Commission records; maintains the information on the Commission’s website page to ensure it reflects the most relevant and current information. Attests to Commission actions including contract awards and modifications. Responds to requests for information from the general public, governmental officials, and other interested parties concerning the Commission’s affairs. Ensures that Commissioners are compliant with required trainings and best practices regarding open public meetings and public records.

Planning and Implementation: Works as part of a team to establish the administrative and operational aspects of a newly increased Commission prior to seating in January 2024. Conducts best practices research and gathers information from other commissions and jurisdictions. Drafts recommendations for the conducting of Commission business, internal and external committee structure, transparency measures, delegation of authority, contract approval thresholds, and other policies and documents to be adopted by the Commission. Leads a team to implement necessary physical changes to the Commission meeting room to accommodate five commissioners including upgrades to audio visual and recording equipment. Organizes and oversees commissioner onboarding and training sessions. Develops document templates and new processes and procedures for staff.

Port of Olympia Citizen Advisory Committee: Serves as the main staff to the Port of Olympia Citizen Advisory Committee (POCAC). Works with the Commission and Executive Director to implement changes to the POCAC’s role and structure. Supervises the work of the Commission Coordinator in preparing meeting materials for the POCAC. They will maintain the roster of members and ensure timely recruitment, selection and onboarding of new members as required.

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Essential Job Functions (Primary Duties)

Commission Committee Assignments: Supports Commissioners in their attendance at assigned community committees. Ensures that Commissioners have necessary materials for meetings and assist with follow up actions. Maintains committee roster and aids the commission in their annual selection of assignments to ensure that the Port is represented in the community and on required decision making bodies.

Relationship Management: Establishes strong professional relationships. Interacts regularly with a diverse population including Commissioners, the Executive Director, directors and senior managers, the public, governmental officials, public and private agencies, and others that involves the functional jurisdiction of the Commission. Works well with others and demonstrates diplomacy, has excellent oral communication skills, maintains confidentiality, exercises critical thinking and good judgment, and has the ability to prioritize assignments in a fast-paced environment.

Policy Development & Special Projects: Leads, guides and/or directs Port staff in key initiatives, special projects, new programs, and complex policy developments related to the Commission. Works with the Executive Director in ensuring responsiveness to the Commission's policy and oversight role. Works with subject matter experts including legal counsel to develop resolutions and other documents to implement the direction of the Commission. Makes presentations to the Commission on high profile issues.

Supervisor Responsibilities

One (1) FTE: Commission Coordinator

Accountability

All employees are held accountable to the Port of Olympia Employee Values

Minimum Qualifications (Experience / Education Required)

- Bachelor's degree required, with an emphasis in general business, finance, and transportation, marketing or international trade preferred. An additional four (4) years of relevant experience may substitute for a bachelor's degree.
- Ten (10) years' progressive leadership level experience is required. Experience in the maritime/port or public sector is preferred. Experience must include extensive management of a department, unit, or team.
- Excellent communication skills, both orally and in writing. Candidates must have the ability to communicate clearly and effectively with the Executive Director, Port Commission, Port staff, and the public. Strong listening skills with appropriate follow-up both verbally and in writing is sought.
- Experience overseeing large, complex initiatives and projects and collaborating with departments that are experiencing high levels of change.
- Experience with presenting in front of a variety of groups; from the community groups, business community, and local organizations, to the Port Commission.
- A demonstrated commitment to diversity, equity and inclusion in the workplace and ability to work collaboratively towards these goals.

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Required Knowledge / Skills / Abilities

- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail, as well as time management skills with a proven ability to meet deadlines.
- Excellent communication skills, both oral and written, targeted to a variety of audiences, and an ability to work effectively with a wide variety of people.
- Demonstrated management and problem-solving skills.
- Experience effectively managing, motivating, and supervising people to achieve high quality work products. An ability to work effectively in teams as both a leader and a participant.
- Moderate business travel is expected/required.
- Ability to operate a wide variety of information technology equipment, including various software programs, as well as the aptitude to learn new and innovative equipment/systems/software.

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Check all that Apply

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing			X		
Walking			X		
Climbing			X		
Sitting					X
Stooping / Kneeling		X			
Lift/Carry up to 15 lbs.		X			
Lift/Carry up to 30 lbs.	X				
Lift/Carry up to 50 lbs.	X				
Push/Pull up to 25 lbs. of exertion	X				
Push/Pull up to 50 lbs. of exertion	X				
Work below waist level	X				
Work at waist to shoulder level		X			
Work above shoulder level	X				
Reach further than arm's length	X				
Fingering	X				
Grasping / Holding		X			
Talking				X	
Hearing				X	
Seeing				X	
Work in confined spaces	X				
Exposed to extreme temperatures	X				
Operate tools or machinery (incl. office equip.)				X	
Operate motorized vehicles/equipment				X	
Work at heights balancing	X				
Use/exposed to hazardous substances	X				

Signatures:

 Employee

 Date

 Supervisor

 Date

 Title

 Director (if different than Supervisor)

 Date

 Title

****Return original with signatures to Human Resources.**

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