

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 reporting directly to the elected Port Commission. Overall responsibilities include creating alignment within the organization on its goals and priorities as approved by the Commission; achieving those goals and priorities; providing oversight of the Port's operations and staff; developing systems and budgets to accomplish the organization's priorities and goals; as well as comprehensive management and leadership in Port policy development.

<u>ESSENTIAL DUTIES:</u>	<u>FREQUENCY</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	
Develops the process in concurrence with the Port's elected Commission to establish alignment on and implement the Port's goals, objectives, policies and procedures; leads and executes strategic planning and related initiatives.	25%
Enforces regulations and resolutions of the Port; ensures that all franchises, contracts, permits and privileges granted are observed. Prepares and presents reports and recommendations to the Board related to Port operations and financial condition.	10%
In close coordination with the elected Commission represents the Port with elected officials, other jurisdictions, private firms, and public forums.	10%
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; and conducts staff meetings.	20%
Oversees the preparation of multiyear financial forecasts of both operating budgets and capital investments, salary plans, procurement activities and the overall financial condition of the Port including maintaining a strong financial rating that enhances the Port's ability to issue debt instruments.	20%
Monitors compliance with applicable laws and regulations; keeps informed about changes and developments affecting the Port. Maintain a strong understanding of market, financial, legal and legislative developments that impact the Washington state port industry.	15%
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 is desired.
- Experience and knowledge of successfully working with an elected board. (Commission)
- Experience and working knowledge of public finance, funding, and budgeting.
- At least 5 years of senior management experience.
- Experience in the public sector or transportation fields is desired.
- Experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

LICENSING/CERTIFICATIONS:

- Washington State Driver's License.

WORKING KNOWLEDGE OF:

- Applicable Federal, state, and local laws, codes, regulations and/or ordinances.
- Laws, ordinances, and regulations underlying port operations.
- Elected board support.
- Principles and practices of supervision and management, personnel policies and procedures.
- Principles and practices of public budgeting, finance, purchasing and grants administration.
- Safe working practices, procedures, and regulations.
- Customer service principles.
- Modern office technology.

SKILL IN:

- Ability to think strategically and activate strategic priorities of the Port's elected Commission.
- Facilitating activities, fulfilling requests, and implementing the policy direction of the elected Commission.
- 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.
- 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.



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- 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 JSD
Reviewed by Prothman
Date: (2/5/24)

