



Port of Olympia Executive Director *Recruitment Announcement*



ABOUT THE PORT OF OLYMPIA

The Port of Olympia is a quasi-governmental agency responsible for delivering a wide range of services to the community. As a business focused municipality, the Port operates its business enterprises (Olympia Regional Airport, marine shipping terminal, real estate and business development and Swantown Marina and Boatworks), seeking the best financial, social and recreational return to the community. The Port strives to provide the very best customer service and amenities to the residents of Thurston County and visitors to the area.

Olympia has been a key Puget Sound link to the West Coast and the world since the mid-1800's, when vessels transported timber pilings to San Francisco. Since the Port

of Olympia's establishment as Thurston County's public port in 1922, it has evolved into a diversified operation, providing economic and recreational opportunities at the Marine Terminal, New Market Industrial Campus, Swantown Marina and Boatworks, Market District and the Olympia Regional Airport. The Port of Olympia is committed to serving the needs of global customers and fostering economic growth and environmental stewardship of the South Puget Sound region.

As an economic engine for Thurston County, the Port of Olympia indirectly supports up to 7,250 jobs with a combined payroll of \$350 million, and \$31 million in state & local tax revenues.

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Essentially one business with four divisions, the Port promotes economic development through its business operations and economic development tools, such as its four-county Foreign-Trade Zone. Land and infrastructure improvements are provided to encourage business development.

The Port operates principally in four industries—marine terminal services, airport facilities, recreational marina facilities, and rental properties. Marine terminal services include dockage, cargo handling, storage and related activities. Airport facilities involve the operation of the Olympia Regional Airport and include leasing of space and airplane hangars, as well as other general aviation activities. Recreational marina facilities involve a recreation-oriented boat marina with a new fuel dock, and include permanent, temporary and guest moorage

and boatyard facilities, as well as dry storage and boat launching facilities.

The Port is leading clean-up efforts on several contaminated sites around Budd Inlet. While the initiative will likely include other partners over time the Port has played a leadership role in completing the initial investigation. This effort is in collaboration with the Washington State Department of Ecology.

The Port desires to exceed federal and state environmental compliance in performing its mission. The organization conducted its first greenhouse gas emissions assessment in 2017 and is in the process of completing a Sustainability Action Plan.

For more information about services provided by the Port of Olympia go to <https://www.portolympia.com>

ABOUT THE POSITION

The Executive Director is responsible for the day-to-day operations of the Port and leads all departments, including the Swantown Marina and Boatworks, Marine Terminal, Airport, Real Estate and Business Development, Administration and Finance, and Planning, Public Works, and Environmental. Under the direction and guidance of the Commission, the Executive Director oversees the implementation of goals, objectives, business plans, budgets and programs for all business units and departments. In addition, the Executive Director develops and maintains positive relationships with tenants, customers, tribes, businesses, labor unions and community groups. The Executive Director oversees a \$10 million operating budget and 42 full time employees.

The Executive Director reports to a three-member Commission that establishes the strategy, policies and objectives of the Port. Each Commissioner represents a district within Thurston County and serves a four-year term.



OPPORTUNITIES, STRATEGIES AND CHALLENGES

The Executive Director will be expected to spend the necessary time and effort forming relationships, establishing credibility and developing trust with the Commissioners, Port staff, stakeholders and the public. The Executive Director will also be expected to establish a presence in the community and to become known among the Port's partner organizations (the Economic Development Council, Thurston Regional Planning Council, all nine Cities in the County, the State, local Tribes, and more).

Port staff are located in several different offices within the county. The Executive Director will be expected to analyze current staffing levels, anticipated need for staffing and facilities in the future, and make recommendations concerning organizational structure and operational efficiencies.

The new Executive Director will be joining the organization at a critical time in the comprehensive planning process. The Port adopted a Strategic Plan in 2017. Through the extensive planning and discussion, the Port Commission reaffirmed its commitment to serving as a change agent and leader in the following areas:

- Creating Economic Opportunities
- Acting as an Environmental Steward
- Creating and Maintaining Community Assets

Combined investment in these community-designed priorities will help move the Port toward the ultimate goal: A More Resilient Thurston County. The five goals of the Port Commission are:

- Strengthen our commitment to serve all of Thurston County
- Be a leader in Environmental Stewardship
- Promote and prioritize Economic Development throughout Thurston County
- Optimize and sustain the resources (finances, human resources, time, and infrastructure/equipment) necessary for the Port to thrive and innovate
- Grow our value as a Public Port

In addition, as the Port approaches its 100 year anniversary, the Port is currently underway with Vision 2050, a community focused visioning process soliciting input from citizens of Thurston County on the future of the Port in the next 30 years.



THE IDEAL CANDIDATE

For this important role the Port of Olympia seeks a seasoned leader who is deeply committed to the success of the Port and is a strategic big-picture thinker. The ideal candidate will be an accomplished professional who exhibits a high level of transparency, diplomacy, professionalism and integrity.

- The ideal candidate must be politically savvy, comfortable seeking and receiving input from the community and adept at working with the media. Collaborative planning and marketing are key to the continued success and expansion of the Port's operations. The new Executive Director must be skilled at evaluating realities, generating leads, balancing potential benefits with risks and costs, identifying and pursuing opportunities that are in alignment with the Port's mission.
- The new Executive Director must understand financial management and be able to balance the financial goals of the Port with the diverse needs of the community.
- The ideal candidate will develop and maintain a highly productive team and foster a work environment that promotes and enhances cooperation, empowerment and respect.
- The Executive Director must be committed to promoting environmentally sustainable policies and practices and to restore and protect the existing natural environment with a proactive program of prevention, remediation and education.

DESIRABLE QUALIFICATIONS

A bachelor's degree and ten years or more of progressively responsible management experience directing operational activities, public policy, engineering, research or marketing, economic development, finance and/or other activities relevant to municipal or Port operations. An advanced degree is a plus. Experience working with a board, council or commission is desirable.



APPLICATION PROCESS

Persons interested in this position must submit a cover letter and a current resume.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. The position will remain open until filled; however, the screening process will move quickly. Please submit your application materials at www.karrasconsulting.net as soon as possible but no later than November 5th, 2018.

Total compensation is competitive and will be dependent on experience and abilities. The Port offers an excellent benefits package. This includes medical, prescription, vision and dental, with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port offers vacation leave, 10 paid holidays, sick leave, family and bereavement leave, educational assistance, and participation in the Washington State Retirement System.

The Port of Olympia is an equal opportunity employer, values workplace diversity and seeks to create an environment and culture that embraces employee differences. All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

ABOUT THE COMMUNITY

Olympia, Washington is located at the southern end of Puget Sound. This state capitol city is conveniently located on the I-5 corridor 60 miles south of Seattle and 100 miles north of Portland, Oregon, and offers a rich variety of social, cultural and recreational opportunities for people of all ages. Mt. Rainier, Pacific Ocean beaches and the Cascade and Olympic mountain ranges are all within an hour and a half drive from Olympia. The community is well known for its farmers market, excellent schools, moderate climate, affordable housing and safe neighborhoods.

