



Senior Director of Human Resources

Recruitment Announcement

ABOUT THE JOB

The Senior Director of Human Resources (HR) directs the development and implementation of forward thinking and innovative human resources policies and practices to ensure that the Port of Seattle has a qualified, diverse, and productive workforce. The Director leads the HR department in delivering effective HR strategies and actions that enable port staff to accomplish port-wide goals and initiatives, while building a values-based culture that encompasses equity, diversity, and inclusion.

This position reports to the Port's Executive Director and oversees 45 employees serving a workforce of more than 2,000 through the full array of HR functions, including: Talent Acquisition; HR Business Partners; Intern/Veteran Fellow outreach programs; Organizational Development; Talent Development and Diversity; Employee Relations; HR Communications; HR Information Systems; Compensation; Benefits and Employee Recognition; and Employee Health and Safety.

The Senior Director of HR also:

- Collaborates with the HR/Executive teams in the development and implementation of innovative HR strategies, structures and processes that are aligned with port-wide goals, initiatives, and values; inspires strong performance; fosters collaboration; and help create employee engagement and development opportunities.
- Develops and implements HR policies and programs to ensure that the Port of Seattle is recognized as a high-performing organization in alignment with the goals and initiatives set by the Executive Director and the Port Commission.
- Oversees HR systems to ensure integrity, transparency, accuracy, operational efficiency, cost effectiveness, service quality, and compliance with Port policies.
- Attracts, develops, and retains a highly skilled and diverse workforce that carries out the Port's mission and responsibilities. Accountable for identifying and planning for key leadership and critical positions that require deep technical knowledge. Sets performance goals, assesses organizational structure, determines resource requirements, streamlines processes, and continuously measures progress.

THE IDEAL CANDIDATE

The Port of Seattle seeks a respected, thoughtful and engaging leader who is visionary, strategic and effective. Candidates should have strong interpersonal skills and demonstrated experience planning and executing innovative and effective HR strategies.

CORE-COMPETENCIES

- **Communication and Relationship Building:** Builds engaging relationships with all organizational stakeholders through trust, respect, accountability, teamwork, and effective communication. Ensures alignment within Human Resources when delivering services and information to the organization. Values that organizational effectiveness benefits all stakeholders.
- **Strategic Partner and Leader:** Serves as a strategic partner on the Executive Leadership Team and actively contributes towards the vision, mission, and values of the port. Acts as the strategic leader for all agency Human Resource needs and is responsible for developing and executing HR strategy, specifically in the areas of talent management, diversity and inclusion, training, staff engagement and development, performance management and total rewards. Keeps abreast of external factors to forecast business trends. Responsible for identifying and articulating HR needs and plans to the Port's executives and management teams.
- **Inspirational Leader:** Fosters an environment which engages and inspires employees to strive towards a compelling vision of the future by embracing and embodying the Port's values in all aspects of their work. It includes offering clarity around goals and objectives ensuring that all team members work collaboratively towards a shared purpose. It also includes providing the required resources and motivational support individuals need to grow and the empowerment and accountability to take responsibility for their own success.
- **Human Resource and Organizational Expertise:** Uses broad HR knowledge and leadership experience with strength in staff engagement and development, workforce planning, and the ability to embrace and influence core values organization-wide. Understands current and emerging federal and state laws, policies, regulations, methods and procedures with regards to human resources, public sector, collective bargaining, employment law, risk and insurance principles, theories, and concepts.
- **Creativity and Continuous Improvement:** Generates new, innovative and visionary approaches to HR systems that are effective, compliant and responsive. Brings a perspective on emerging and leading HR trends and best practices. Streamlines and improves processes that bring value to the Port and stakeholders. Measures success based on data and drives for results.
- **Effective Team Development:** Models the Port's values and actively helps others understand their importance to the organization. Commits to hiring, mentoring, developing, retaining and managing a diverse staff. Supervises staff to ensure continuous improvement through acknowledging excellence, providing direction in data-based feedback, and encouraging managers to do the same. Sets high standards of performance, using accountability measures and benchmarks to track progress. Demonstrates the capacity and willingness to make difficult decisions in ambiguous situations.
- **Diversity and Inclusion:** Drives a comprehensive talent system that integrates diversity and inclusion programs harnessing the power of people with different backgrounds, experiences, and perspectives.

DESIRABLE QUALIFICATIONS

Bachelor's degree plus ten years of effective HR leadership in supporting multiple human resource disciplines, including compensation, total rewards, talent acquisition, organizational development, employee relations, diversity, performance management, and federal and state respective employment laws. Master's degree and Society for Human Resource Management certification are a plus.



APPLICATION PROCESS

Persons interested in this position must submit a cover letter and a current resume detailing breadth and width of leadership and management experience.

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 as soon as possible but no later than September 17th, 2018 by visiting www.karrasconsulting.net and clicking on "view open positions." This position is considered at-will.



The annual salary mid-point for this position is \$217,675. Salary ranges are currently under review and maybe subject to change. Salary determination is based on the knowledge, skills and experience of the successful candidate. The Port offers competitive total rewards package including healthcare, paid time-off, retirement, life insurance and more.



The Port of Seattle is an Equal Opportunity, Affirmative Action Employer and is committed to diversity in the workplace. Minorities, women, veterans, and individuals with disabilities are encouraged to apply. We will provide assistance in the recruitment, application, and selection process to applicants with disabilities who request such assistance.

ABOUT THE PORT OF SEATTLE

The Port of Seattle plays a key role in bringing international trade and travel to the Pacific Northwest. The Port provides airport and maritime operations for the King County area. Port-related economic activity contributes to over 200,000 jobs in the greater Seattle area and our Century Agenda vision seeks to add 100,000 more.

The Port operates Seattle-Tacoma International Airport (Sea-Tac), serving nearly 47 million passengers and more than 425,000 metric tons of air cargo in 2017. The airport has experienced increasing growth over each of the last six years. Sea-Tac served a record number of passengers for several years to become the 9th largest airport in the United States.

The Port of Seattle and Port of Tacoma are currently working together as the innovative Northwest Seaport Alliance, unifying the management of the two ports' marine cargo terminals and related functions to continue our leading role in international trade.

The Port of Seattle manages two passenger cruise terminals that make Seattle the preferred choice for Alaska or Pacific Northwest cruises. Over one million visitors are expected during this year's cruise season. Recreational boating is another major part of the Port. The Port operates four marinas with nearly 1700

slips. The Port also manages Fishermen's Terminal, the homeport of the North Pacific fishing fleet, which provides over 40 percent of the nation's landed catch.

The Port operates its own Stormwater Utility, committed to improving water quality in Puget Sound. It owns and manages 23 parks and operates a large maintenance department.

Our region is growing and changing, putting new pressures on the environment. The Port of Seattle targets its investments and programs to reduce the impacts of development and protect our natural resources. As environmental stewards, we embrace our responsibility to our citizens, to the livability of this region, and to the future.

Five commissioners elected at large by the voters of King County serve four-year terms and establish Port of Seattle policy. The Executive Director, in carrying out these policies, leads over 2,000 employees.

The Port's Century Agenda supports the triple bottom line of business development, environmental sustainability and social responsibility. The Port's goal is to serve as the gateway of choice and create a vibrant economic engine that drives job creation throughout the region. For more information, visit www.portseattle.org.

