



1804 Scott Road, Suite 303 o P.O. Box 872
Freeland, WA 98249

Phone: 360-331-5494 Fax: 360-331-5414
www.portofsouthwhidbey.com

Position Description – Executive Director

Principal Duties

The Executive Director (ED) directs and is responsible for the overall operation of the Port of South Whidbey including fiscal management, personnel administration, public relations, risk management, short and long-range planning and implementing the Port Commission's Comprehensive Scheme for the Port District. Monitors and evaluates the performance of the Port's operations to ensure it is in compliance with the Port's mission and the Port's policies and goals.

Level of Authority

The ED reports directly to the Port Commission with performance reviewed for adequacy of professional judgment, compliance with policies and statutes and achievement of results consistent with Port objectives. The ED encourages autonomy and accountability for all levels of Port staff. This person leads by example in a positive manner with excellent listening skills and acceptance of others' input.

Decisions may have substantial impact on public safety, legal liabilities, public relations, costs and employee motivation and performance. Receives direction from the Port Commission in public meetings and is specifically guided in level of authority by the Port's Delegations of Authority, as adopted or amended by the Commission.

Work Environment

Work is primarily performed indoors in offices or meeting rooms. Some work is performed outdoors at the Port facilities and job sites of construction projects, with exposure to all weather conditions and hazards of these sites. Evening meetings required; weekend work may be required.

Essential Job Functions

- Organization success is achieved by inspiring and motivating staff success. Manage and develop Port staff to ensure the operational success of Port services and the professional development and satisfaction of the staff. For the staff, set clear goals and objectives and regularly measure performance against them. Ensure authority is appropriately delegated, and staff is performing at optimal levels while being offered personal development and professional challenge. Be a team builder and a team player.
- Perform as the Port Auditor, working with Port Staff to ensure the long-term financial success of the South Whidbey Port District; always improving income versus expense efficiencies; and staying financially competitive and adapting to changing market conditions and opportunities while providing all required/requested financial reports and filings.
- Guarantee that Port Operations meet required regulations, laws and all legal requirements of day-to-day operations; provide required filings, reporting and documentation as required; ensure Port staff is trained on and understand legal requirements of their duties; regularly review Port performance results and confirm legal obligations are being met.
- Ensure the Port maximizes the financial benefits from port assets and properties to the benefit of the district tax payers; provides economic development opportunities to the community; and is seen as a positive contributor to the local community.



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- Develops and recommends Port policies to the Commission.
- Implements policies, procedures and standards for efficient and effective operations and maintenance of port operations. Ensures compliance with established policies and procedures. Communicates official plans, policies, and procedures to Board, staff and the general public.

The essential functions should not be considered an all-inclusive listing of work requirements. The ED may perform other duties as required, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance out the work load and meet the emergency and ongoing needs of the Port District.

Supporting Functions to perform or manage

- Establish with management staff the objectives for the Port within the overall goals established by the Port Commission, prepare short and long-range plans for the approval of the Port Commission.
- Prepare short and long-term financial projections to enable the Port Commission to make sound strategic decisions.
- Hire and ensure proper training for direct reports; evaluate performance annually.
- With input from all management staff, prepare the Port's annual budget and submit to the Port Commission and the County in compliance with state statutes.
- Determine what issues are appropriate to bring before the Port Commission, prepare the Commission agenda, brief Commissioners on issues as necessary, and ensure there is an official record and history of the Port.
- With Port accounting staff, ensure that the Port maintains accurate financial records and a clear accounting trail for all money received or spent by the Port.
- Provide oversight and management on contracting for studies, architectural designs, engineering reports, and construction projects, including budgeting, monitoring, and documentation.
- Investigate grant funding for needed improvement projects and make grant applications where appropriate; delegate to staff as appropriate.
- Maintain liaison and working relationships with local government, non-profit, state and federal agencies.
- Work with advisory committees established by or authorized by the Port Commission to maintain positive communications with the community regarding the impact of Port facilities and operations.
- Negotiate new leases for land, property, and services, with the assistance of appropriate staff.
- With Port staff, monitor the Port's insurance needs and coverage.
- Respond to the urgent needs of Port staff and facilities, and perform whatever assistance necessary within level of training and ability. Evaluate the Port's responses to emergency situations and make changes as needed.
- Develop and implements safety programs as necessary.
- Assume the duties of the Harbormaster, Fairgrounds Director, and other roles in their absence and as necessary, to the extent of knowledge and other qualifications; fill in for other staff as availability and abilities allow.
- Manage and develop marketing and advertising strategy and programs.
- Organize regular meetings of all Port staff for purposes of training and information sharing.



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- Understand government operations (private sector versus public sector). Be familiar with the Open Public Meetings Act, Public Records Act, and associated processes and requirements.

Qualifications/Competencies

- As the public face of the Port in the community, must set a tone of honesty, fairness and open communication.
- Ability to anticipate future trends and possible revenue streams and work proactively to promote and efficiently run the Port and to move forward proactively in a strategic manner.
- Desirable to have prior experience with state and federal laws related to Port operations and know how the laws affect this Port District; must acquire knowledge of federal and local laws.
- Desirable to have prior experience working with marina operations and management, public facilities, buildings and event venues, such as might be acquired through experience as, for example, an Assistant Executive Director in a larger or similar sized port.
- A minimum of 5 years' experience in management with a preference toward public agency management is preferred.
- A Bachelor's Degree in any field related to business development and management is required. A master's degree in business administration or public administration with special training and/or experience in finance are preferred.
- Must have demonstrated leadership skills.
- Desirable to have demonstrated ability to implement change within an organization.
- Must have or be able to obtain a valid Washington State driver's license.
- Must be willing to participate in Washington Public Ports Association conferences and training with Port Commission approval.

Physical Demands

- Ability to traverse Port buildings, facilities and properties in the course of every day responsibilities.
- Ability to maintain visual surveillance of marina and Port facilities and be able to recognize unsafe or undesirable conditions and conditions that are not in accord with Port policies.
- Must possess mobility to work in a standard office setting, use standard office equipment, including a computer.
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.
- The Port is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Port will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees to discuss potential accommodations with the employer.

Other Capabilities

- Must have computer and office equipment skills. Proficiency using Microsoft Office products (Word, Excel, PowerPoint, & Project), email and web searches is required.
- Must be willing to travel overnight, and to participate in ongoing job training as required.
- Must be willing to work evenings and to respond to emergency calls as necessary.
- Must have reading ability sufficient to read legal and technical materials, interpret and apply them to Port businesses.



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- Must have writing ability sufficient to write a variety of business materials, including correspondence and policy and procedure manuals. Must be able to edit written documents from others.
- Must have oral communications skills to make oral presentations to groups and to maintain excellent relations with customers. Must, on occasion, deal effectively with irate customers or community members.
- Must have a working knowledge of positive human resources practices.
- Following confirming qualifications and prior to starting work, individuals will be required to consent to a background check.

Compensation and Benefits

This is a permanent, full-time exempt position.

- Salary range is: \$80,000 - \$105,000 per year (depending on experience) plus reimbursable expenses such as materials and travel outside of normal duties at the main Port office
- \$600/month healthcare stipend
- \$40/month mobile phone stipend
- Position includes the option for supplemental insurance with Colonial Life
- Position is eligible for enrollment in the Port's SIMPLE IRA program with a 3% Port match during the open enrollment period (Nov – Dec) if \$5,000 in gross pay is earned prior to the end of the calendar year in the first year of employment
- Sick Leave (1 hour accumulated for every 40 hours worked)
- Vacation (80 hours annually, prorated)
- 11 Paid Holidays
- Personal Leave (48 hours annually, prorated)

Application Information

An application should include:

- A resume that reflects your relevant experience
- A cover letter with comments on why you believe you are suited for this position

ALL INFORMATION WILL BE STRICTLY CONFIDENTIAL

Application materials can be emailed to execdir@portofsouthwhidbey.com. All applicants will be subject to pre-employment screening and verification of information.

- All application materials must be received no later than 4:00 p.m. on Friday, April 18, 2025
- Interviews are tentatively scheduled for April 21 through May 2, 2025 with a selection anticipated by May 9, 2025
- Anticipated start date is June 2, 2025