



## **JOB DESCRIPTION**

The Port of Camas-Washougal believes that each employee makes a significant contribution to the port's success and that contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer services wherever and whenever necessary to ensure the success of the port's endeavors.

**Title:** Chief Executive Officer (CEO)

**Exempt**

**Reports To:** Board of Commissioners

**Effective Date:** January 09, 2024

☐ New position

☒ Position update

### **General Position Summary:**

Serving as the Chief Executive Officer of the Port of Camas-Washougal, the incumbent is responsible for all activities of the Port. They provide strategic direction and promote the mission, vision, values, and strategic goals of the Port.

### **Port Mission, Vision, and Values:**

#### **Mission**

It is the mission of the Port of Camas-Washougal to enhance the community's quality of life by bringing jobs, infrastructure, and recreational opportunities to East Clark County through environmentally and socially responsible investments.

#### **Vision**

The Port of Camas-Washougal is a community leader and collaborator creating diverse economic opportunities in an equitable, transparent, and accountable manner. The Port's development projects and operations support family-wage jobs, a thriving regional economy, environmental sustainability, and outstanding recreation.

#### **Values**

The following values will define how the Port goes about its work:

- Port staff will serve the community in a respectful and professional manner.
- The Port will be transparent in its engagement with the public.
- The Port will take a collaborative approach to working with community partners.
- The Port will create an environment that is equitable and inclusive of all groups.
- The Port will work towards economic, environmental, and social sustainability.

### **Reporting Relationships:**

Reporting to the position are the Director of Finance, Director of Business Development, Director of Facilities, A/R & Human Resources Manager, and Contracts Manager. Nineteen employees are in this incumbent's chain of command.

### **Commission:**

The Chief Executive Officer is the only Port position that reports to the Commission and is held accountable for the day-to-day operations and activities of the Port as delegated by the Commission. The Commission is committed to the success of the incumbent in this position and conducts annual performance reviews for the Chief Executive Officer. The Commission reviews the Port's Strategic plan to ensure the Chief Executive Officer is accomplishing the goals as set forth therein.

### **Essential Functions/Major Responsibilities:**

- Manage the Port of Camas-Washougal in a manner consistent with the Port's mission, vision, values, policy, and strategic objectives. Direct staff in the development of strategic Port plans in partnership with the Commission.
- Infuse staff with excitement for the Port's mission and encourage excellence in its pursuit.
- Commit the organization to a philosophy of quality and environmental protection and enhancement. Display initiative to resolve problems, capitalize on opportunities on the job, and assist other employees when possible. Cost-effective use of the organization's resources.
- Articulate and interpret Port goals to senior staff through formal staff meetings, written communications, and informal individual meetings.
- Conduct close, recurring communication with key staff and department heads regarding long-term planning and related operating issues.
- Recognize and address inter-department conflicts.
- Advise and consult with the Port Commission on all Port affairs. Advise the Commission on regulatory and political actions to develop the Port's position on public issues. Meet individually with Port commissioners to address Port issues.
- Lead an innovative team, resulting in attracting/retaining highly qualified, collaborative staff members who take pride in their work.
- Promote equity and diversity in staffing, contracting, and all areas of operation.
- Perform Port relations functions to promote Port interests before governmental agencies and actively participate in industry associations such as Washington Public Ports Association, Columbia River Economic Development Council, Pacific Northwest Waterways Association, and Regional Transportation Advisory Committee.

- Meet regularly with local, state, and federal legislators and officials to explain and promote Port programs and issues.
- Monitor regulatory affairs affecting ports by consulting with staff and other industry representatives. Follow media reporting in other public information sources.
- Participate in cooperative undertakings between government agencies such as the cities of Camas and Washougal, Clark County, local school districts, the Department of Ecology, the Department of Commerce, and the Department of Transportation.
- Represent the Port in the local community. Speak to service clubs, trade associations, and citizen groups about the Port.
- Serve on community boards as needed and attend Community Association meetings such as Camas-Washougal Rotary, Camas-Washougal Chamber, and Columbia River Economic Development Association.
- Develop/maintain a healthy relationship and communications with local media.
- Monitor the Port's financial performance to ensure the organization's overall health.
  - Review Capital and Operating budgets to maintain a healthy financial position while maximizing the Port's economic impact.
  - The Director of Finance officer will present all available capital and operating resources.
    1. Maintain a complete understanding of the Port's debt structure.
    2. Review and discuss the recommended financing options with the Director of Finance.
- Service responsibilities to citizens and taxpayers. Be courteous and respectful, responsive to citizen requests, and cognizant of cost-effective use of the organization's resources. Work to resolve issues of conflicting personalities and needs.
- Maintain a supportive work environment. Keep others informed of work issues and programs by maintaining quality communications. Treat all employees with respect.
- Direct an effective management team to focus on the smooth operation of all lines of port business and activities, including capital improvements and projects.

### **Job Scope & Accountability:**

Work is of a diverse nature and highly complex, often requiring analysis. The incumbent works independently, operating from established procedures and regulations, and develops organization policies and procedures. The incumbent is responsible for operational and strategic planning. Errors in work can impact the port's reputation, possibly resulting in lost revenue and harm to the port's bond rating.

**Supervisory Responsibility:**

The Chief Executive Officer has full supervisory responsibilities, which include work direction, hiring, and pay decisions for all management and staff members. This incumbent is responsible for ensuring all Port staff members are equipped with the necessary tools and resources to be successful in their role. Conducts annual performance evaluations and holds staff accountable for their work.

**Interpersonal Contacts & Skills:**

Communication is a mix of face-to-face, electronic, and telephone. It is made with individuals both within and outside the organization and may contain sensitive or confidential information or matters of a complex nature.

**Specific Job Skills:**

- Ability to communicate effectively verbally and in writing.
- Ability to speak in front of small to medium-sized groups and make presentations.
- Advanced math skills, including analysis, statistics, and data computation.
- Ability to complete detailed work with accuracy.
- Ability to understand and interpret complex documents, including but not limited to leases, contracts, and grants.
- Ability to perform problem, process, and return on investment analysis.
- Ability to make independent decisions, use discretion, and apply critical thinking.
- Ability to use a computer and software appropriate for the job and job responsibilities.
- Ability to lead the organization and provide effective supervision.
- Ability to occasionally lift/move objects weighing up to 20 pounds.

**Education and/or Experience:**

A bachelor's degree and ten years or more of progressively responsible management experience directing operational activities, research or marketing, economic development, finance, and/or other activities relevant to municipal or Port operations or 15 years of experience in lieu of education. Must possess a valid driver's license.

**Preferred experience includes:**

- Five or more years of experience managing large-scale budgets.
- Experience working with a board, council, or commission is desirable.
- Experience advancing environmental initiatives.
- Knowledge of aviation, marina activities, and/or industrial development.
- Strong interpersonal skills, writing, and public speaking.
- Working with customers, the public, elected officials, and employees.
- Knowledge and understanding of real estate, marketing, and property management activities.
- An advanced degree is a plus.

**Required Knowledge/Skills/Abilities:**

The Chief Executive Officer must be an inspiring leader committed to promoting the Port's mission. This position requires highly developed communication skills, which include public speaking, written communication, and one-on-one conversations. They are experienced in resolving conflict and have the ability to find solutions between various groups, both internally and externally. The incumbent must be able to motivate and develop staff to ensure effective and efficient Port operations. Must understand financial management and be able to balance the financial goals of the Port.

The Chief Executive Officer must be committed to the Port's environmental responsibilities and climate change solutions. They will promote environmental and sustainability policies and support actions to restore and protect the environment with a proactive prevention program, remediation, and education.

Consistently demonstrates diplomacy, discretion, and tact. Also, they must exemplify consistent values and high ethical awareness, honesty, and fairness in the workplace. The Chief Executive Officer must have highly developed interpersonal skills and know when to lead and when to listen.

**Competencies:**

- Analytical skills - collects and researches data; uses experience to complement data; designs workflows and procedures.
- Problem-solving skills - identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- Technical skills - assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Customer service skills - manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments.
- Interpersonal skills - focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral communication skills - speaks clearly and persuasively in positive and negative situations; listens carefully and sincerely considers the ideas of others; respects diverse opinions; responds well to questions; shares information and encourages openness in communications.

- Written communication skills - writes clearly and informatively; able to read and interpret written information.
- Teamwork skills - balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.
- Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational support - follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- Strategic Thinking - Develops strategies to achieve organizational goals.
- Judgment - Displays willingness to make decisions; includes appropriate people in the decision-making process; makes timely decisions.
- Motivation - Sets and achieves challenging goals.
- Professionalism - approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- Initiative - Undertakes self-development activities; asks for and offers help when needed.
- Innovation - Meets challenges with resourcefulness; generates suggestions for improving work and seeks creative opportunities to pursue the Port's mission.
- Dependability - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, completes tasks on time, or notifies the appropriate person with an alternate plan.

### **Job Conditions:**

Work generally occurs in a climate-controlled office environment during normal office hours with occasional evening meetings.