

## **Port Manager / Economic Development Officer**

### **Job Description**

The Port of Arlington is a taxing District within the jurisdictional boundaries of Gilliam County Oregon. The Port is one of six Ports on the Oregon side of the Columbia River. The main focus of the Port's activities are divided between maritime activities and economic development projects. The Port Manager / Economic Development Officer will be responsible for managing the day to day operations and economic development activities. The Economic Development Officer must work at the highest level of integrity, honesty and openness, creating strong relationships with key business, governmental and community leaders.

#### Job Initiatives: Business attraction, retention and expansion

- Immediately take responsibility for the management and completion of all current projects.
- Identify opportunities and connections relating to current projects.
- Develop collateral marketing materials.
- Develop capability in-house to develop quality responses and presentation for prospects and community education.
- Develop a quality Port website.
- Coordinate activities and prepare briefings with and for the Port Board of Commissioners, the Cities of Arlington and Condon, and the Gilliam County Court, as needed.
- Develop county, state and federal grant request and applications.
- Perform financial analysis on appropriate prospects and develop recommendations for incentive packages and contracts.
- Provide high quality experiences for prospect visits.
- Provide legislative testimony as needed.

#### Position Requirements:

- Demonstrated economic development experience, 6 years preferred.
- Demonstrated ability to facilitate and close deals.
- Demonstrated ability to recruit projects.
- Demonstrated ability to acquire grants and financing.
- Demonstrated management and organizational skills.
- In-depth knowledge of principles and practices of economic development.
- Experience working with consultants.
- Experience in managing site, facility and project development.
- Excellent communication, organizational and strategic planning skills.
- Experience in financial packaging and analysis.
- Experience in blending local, state, federal and private incentives.
- Proven ability to understand the needs of rural communities and regional partnerships.

#### Personal Characteristics:

- Integrity
- Vision
- Creativity
- High Achiever
- Goal Setter
- Team Player
- Enthusiasm and Energy
- Strong work ethic
- Responsibility
- Composure
- Focused
- Organized