



Invites applications for the position of:

Executive Director

\$70,000-\$90,000

Plus Benefits

Opening Date: December 16, 2021

Closing Date: January 21, 2022

Become our new leader and join the Port of Arlington team in beautiful Gilliam County, Oregon, located alongside the mighty Columbia River.

The Port of Arlington is an oasis for business, industry and, water lovers and, we are accepting applications for a full-time Executive Director. This position functions as the chief executive officer of the Port of Arlington. Responsibilities include implementing policies set by the Port Commission, hiring and supervising all Port staff, marketing, supervising Port facilities' development and operations, including a marina and RV park, property management, and community relations. In addition, this position works directly with elected officials, port staff, and the public.

The Port of Arlington's mission is to support the creation, retention, expansion, and recruitment of businesses within Gilliam County. We strive to create jobs that will enhance our communities' economy and quality of life. The Port provides developed industrial property, technical assistance, financial resources and, other services to businesses relocating to Gilliam County.

To learn more about the Port of Arlington: <https://www.portofarlington.com/arlington.html>

The ideal candidate will be able to demonstrate that they have the following qualifications:

- Demonstrated ability in an executive leadership position (Executive Director/CEO/GM, CFO, Director of Finance/COO/Director of Operations)
- Experience in working with and or reporting to a publicly appointed Board of Commissioners
- At least six years' experience in a public or private organization which included responsibility for each of the following:
 - Success in a senior leadership role in a complex public-facing operation, including staff management.
 - Development and implementation of strategic long and short-range goals for an organization.
 - Budget preparation and familiarity with Oregon Budget Law.
 - Contract and lease negotiations.



- Demonstratable skills in networking, collaboration, and building relationships with community leaders, stakeholders, and elected officials,
- Facilitating legal matters with attorneys and risk managers.
- Emergency Management experience, or ICS training
- Obtained a college degree in one of the following areas: business administration; public administration; finance, or a related field of study

Desired Qualifications

- 3 years' experience in a general manager or director role.
- Experience in the operations of a public port or similar municipality.
- Successful Strategic Business Plan and Capital Facilities Plan implementation.
- Economic development experience.
- Public finance and budget knowledge.
- Property and facility management best practices.
- Oversight of complex engineering and construction projects.
- Knowledge of industrial parks, marinas and boatyards and RV Parks, and logistics and supply chain management.
- Governmental ethics and standards.

Desirable Starting Date: March 14, 2022

To be considered please submit a letter of introduction, resume, and completed application by email or postal service to:

Port of Arlington
Executive Director Selection Process
Special Districts Association of Oregon
PO Box 23879
Tigard, Oregon 97281

Email: scarter@sdao.com

Application Deadline: January 21, 2022

Job description available at www.sdao.com

Port of Arlington
Executive Director

Position Overview

The Port of Arlington Executive Director is responsible for overall organizational leadership and the implementation of the Port's Strategic Business Plan and Capital Investment Plan. The Executive Director guides the overall operations of Port facilities, personnel, and financial performance in addition to directing operational policy and providing program direction in support of the Port's mission. This position reports directly to the Port's Board of Commissioners.

Summary of Essential Duties

- Responsible for leading the Port in its efforts to implement the goals and strategies outlined in its Strategic Plan, and to envision and accomplish sound business initiatives.
- Responsible for marketing and outreach programs and represents the Port in relationships with customers, stakeholders, local, state, and federal officials, and the Gilliam County community.
- Designated signature and appointing authority for the Port, as appropriate or indicated in the first Commission approved "Business Resolution" of each fiscal year.
- Recruits new businesses and negotiates rental/lease agreements, and other related business transactions by the authority granted by the Commission.
- Promotes job retention and creation and creates new business opportunities through economic development.
- Responsible for supervision to staff that may include prioritizing, assigning, and reviewing work. Provides leadership and direction to all Port staff in accordance with Port Employee Handbook, while continuously seeking to improve overall efficiency and effectiveness of Port operations.
- Responsible for all appointments, performance evaluations, disciplinary actions, termination, and other personnel management. Responsible for the application of best practices pertaining to personnel management actions for Port employees.
- Responsible for all coordination of the activities of all consultants to the Port, including legal counsel, planners, auditors, and other professional services.
- Provides Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.
- Responsible for the duties of the Port's Budget Officer. This position is responsible for the preparation, submission and adherence to the Port's annual operating budget and capital improvement planning in compliance with applicable Oregon budget law.
- Responsible to identify local, state, and federal grant opportunities and submit grant applications as approved by the Port's Commission.
- Responsible for the regular inspection and timely maintenance of all Port facilities, compliance with applicable laws and regulations and the securing of all necessary permits from regulatory agencies.
- Works with the Commission President in developing Commission Meeting Agendas
- Oversees, the preparation and scheduling of all Commission meetings, following the guidelines of Oregon Public Meeting Laws. Attends all meetings unless excused by the

Commission and ensures written minutes are delivered to the Port Commission, in a timely manner for the Commission's review and approval.

- Responsible for the timely performance of all financial requirements of the Port. This is inclusive, but not limited to, ensuring the accurate posting of all accounts payable and receivable, payroll, tax filings and payments, fund transfers, bank account preparation, reconciliation and verification, financial reports, monthly journals, general ledgers, profit, and loss statements.
- Provides monthly budget performance updates at each regular monthly Port Commission meeting.
- Provides excellent customer service and communication to Port Commissioners that may include weekly briefings or as requested.
- Advises and assists the Commission in developing and maintaining communication with the Commission's constituency.
- Provides the Commission with updates of activities within the Port that may generate above normal interest from the press and or, community members and Port stakeholders.
- Provides the Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.
- Regularly reviews Port departmental policies and procedures, and recommends revision when appropriate, in consultation with the Port Commission.
- Provides orientation for new Commission members.
- Provides direction to Port staff in cultivating a culture of proactive customer service for their area of responsibility by monitoring and taking initiative in identifying areas for improvements. Collaboratively develops plans solutions and alternatives to improve organizational efficiency.
- Sets the tone for and models professional and respectful interactions both internally and externally.

Economic Development

- Foster's strong relationships with the Port's constituents and stakeholders, Business Oregon, economic development organizations on the local and state level, and connection to Federal representatives of funding organizations.
- Represents the Port in relationships with local, state, and federal officials for the purpose of furthering grant availability for economic development.
- Envisions and accomplishes sound business initiatives.
- The Executive Director is responsible for ensuring marketing, economic development, revenue creation, and out-reach programs are effectively managed.
- Ensures economic development activities are in alignment with the Commission approved Strategic Business Plan, the Port's Annual Commission approved Budget and, the Port's Capital Investment Plan.
- Responsible for marketing and outreach programs and represents the Commission in relationships with district constituents, customers, local, state, and federal officials, and community associations.
- Performs other duties and responsibilities as assigned by the Commission.

Working Conditions

The position works primarily in an office setting with some occasional travel. May require weekend and evening work occasionally. This is an exempt employee position. The Port is an alcohol and drug-free environment. Weapons, of any kind are prohibited on Port property.

Contact with Others

Considerable contact with persons within and outside the Port offices, including clients, tenants, contractors, representatives of the US Army Corps of Engineers and tribes, federal, state, local officials, consultants, and the public.

Preferred Experience, Training & Knowledge

A bachelor's degree in business administration, public administration, or a related field. Experience should include senior level management, personnel management, fiscal budget management and/or equivalent combination of training, education and experience which demonstrates the knowledge, skills, and abilities necessary to successfully perform the essential duties of this job.

Skills & Abilities

Must be comfortable operating common office equipment and software applications, including accounting software used by the Port. Proficiency in using current information technology including Word, Excel, financial management and basic keyboarding. Must possess refined verbal, written, and online communication skills and the ability to create effective working relationships with the Commission, staff, consultants, tenants, customers, visitors, government representatives, media, and district constituents. Must be able to establish priorities, delegate job duties, accomplish goals and objectives.

Ability to thrive working alone and in diverse team environments is desired. Will be required to regularly seek out and attend training to improve relevant skills as opportunities arise.

The ideal candidate will have knowledge of general and governmental accounting principles and to write submit, and, defend operating and capital budgets. The ability to successfully research, write and submit grant proposals and administer such grants that are awarded are highly desired. The ideal candidate must possess strong organizational skills and demonstrate keen attention to details.

Licenses

Must possess a valid drivers license and maintain the state's minimum auto insurance.

Hours of availability

This is a salaried position that is expected to average 40-50 hours per week. Working hours are dependent upon the needs of the facility. The Port is a 24-hour public facility, and the Executive Director is expected to ensure that operations meet the needs of the port at all times.

Commitment to Diversity, Equity, and Inclusion

The Port of Arlington is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives.

Non-Discrimination

The Port of Arlington does not discriminate based on race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity or protected veterans in employment. Public meetings and Port activities as set forth in compliance with federal and state regulations.

Compensation and Benefits

Port of Arlington offers a competitive salary and benefit package.

**Port of Arlington
Port Manager
Hiring Process Timeline
Final**

December 15, 2021	Board Meeting to approve an agreement with SDAO and review/discuss the job description, benefits package, selection process, and timeline.
December 15, 2021	Board Meeting to approve final job description, benefits package, selection process, and timeline.
December 16, 2021	Recruitment Period Opens
January 21, 2022	Recruitment Period Closes
January 28, 2022	Initial evaluation of Candidate resumes completed by SDAO and delivered to Board Members
February 3, 2022	Special Board Meeting, Executive Session to Review Applicants and select up to five semi-finalists.
February 4, 2022	Semi-finalists notified
February 9, 2022	Semi-finalists attend Community Meet and Greet
February 10, 2022	Interview and Assessment Process, Special Board of Commissioners Meeting (Executive Session) for Interviews. (Location TBD)
February 28, 2022	Contract negotiations with finalist, background check, and reference checks completed
TBD	Possible Board of Commissioners Meeting
March 14, 2022	Start Date for New Port Manager



Employment Application

Port of Arlington provides equal employment opportunities to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. No application will be rejected because of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.

**IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE COMPLETE LEGIBLY.
YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.**

Position		
Position Applying For	Available Start Date	Today's date

Personal Information			
Name			
Address	City	State	Zip
Phone Number	Mobile Number	Email Address	
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of identity will be required upon employment)			

Education List any colleges, military, trade, business, or other schools attended.				
Do you have a high school diploma or GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?

Certificates & Licenses List professional license, registration, or certificate required or preferred for position.			
Type	Issuing Agency	Date Issued	Date Expires



<p>This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. Clearly describe all your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.</p>			
Employer (1)	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties			
Employer (2)	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties			
Employer (3)	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties			



Employer (4)	Job Title		Dates Employed (from-to)	
Address	City	State		Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Reason for leaving				

Duties

References

Name: _____	Title: _____
Company: _____	Relationship to you: _____
Phone: _____	Email: _____
Name: _____	Title: _____
Company: _____	Relationship to you: _____
Phone: _____	Email: _____
Name: _____	Title: _____
Company: _____	Relationship to you: _____
Phone: _____	Email: _____

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered during any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing agency to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.
- I am able to perform the essential duties of this position as advertised, with or without reasonable accommodation
 - Yes
 - No Explanation: _____



Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. **If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4).** This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:



- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran’s Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs;
or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans’ Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____