



**Port of Tacoma
Executive Leader
DRAFT Job Description**

SUMMARY:

Appointed by the Port of Tacoma Commission, and serving at the discretion of the Commission, the Executive Leader is responsible for the economic development of the Port, financial oversight, statutory compliance, and the organization's short and long-term planning and execution.

PRIMARY RESPONSIBILITIES:

Develops and implements a strategic plan to ensure the long term financial and competitive stability of the Port through identification of new revenue producing opportunities and smart investment decisions.

In conjunction with the Board of Commissioners, establishes short and long-range goals and measures to ensure sound financial health and economic growth.

Responsible for working with Board of Commissioners in maintaining and updating resolutions, policies and procedures which provide delegation of authority to the Executive Leader.

Accountable for the Port's overall statutory compliance at the local, state and federal level. To include, but not limited to compliance with filing the annual statutory budget, use of grant funds, bond covenants, contracting, environmental reporting, and other activities associated with the governance Port Authorities in the state of Washington.

Responsible for the Port's fiscal activities and recommendation of the Port's annual operating and capital budget.

Keeps the Board of Commissioners and other appropriate organizations informed of key issues which deserve attention and provide periodic updates on projects/issues of interest to the Commissioners.

Partners with NWSA and both homeport leaders to leverage licensed and non-licensed properties in support of the marine cargo supply chain.

Communicates regularly with the CEO of the Northwest Seaport Alliance (NWSA) and works in collaboration on any issues or projects that may impact both the Port of Tacoma and NWSA, as well as collaborates with the NWSA CEO and Port of Seattle Executive Director on issues affecting all three organizations.

Represents the Port to international, national, regional and local groups and organizations. Fosters productive and mutually beneficial relationships with key stakeholders, community leaders, business partners, customers, the general public, employees and labor partners.

Responsible for fostering a culture of transparency, respect, teamwork, diversity, integrity, and accountability that encourages a safe, productive and high-performing work environment.

Exudes professionalism, integrity and high ethical standards in fulfilling all responsibilities and duties of the role of Executive Leader.

Performs other responsibilities and duties as may be required by Port Commissioners.

EDUCATION and EXPERIENCE:

Bachelor's Degree is required, with emphasis in public or business administration is preferred.

Ten (10) years of experience at senior executive level is required, preferably in the maritime or maritime industry. Significant experience in leading a commercial enterprise with public accountabilities highly desired.

Demonstrated negotiation skills, political acuity, excellent client/customer relations skills and exceptional public speaking and presentation skills are required.

Demonstrated ability to work collaboratively with Board of Directors, elected or appointed officials, and leaders of regulatory agencies and citizen groups.