

**PORT OF WALLA WALLA
POSITION DESCRIPTION
ECONOMIC DEVELOPMENT DIRECTOR**

Position Title:

Economic Development Director

Full-time – Exempt Position

Starting salary range \$110,000 - \$135,000 full-time plus benefits (DOE/DOQ).

Reports to:

Executive Director

Position Summary:

The Director of Economic Development is responsible for executing the Port's overall economic development plan which is designed to retain and create living wage jobs in Walla Walla County. This responsibility is to be carried out, in part, by undertaking the duties and responsibilities identified within this job summary.

Education and Experience

Degree in business administration, marketing, economics, general management, or a closely related field. Several years of increasingly responsible business and economic development experience in rural economic development, community development, marketing, and general management (preferably including supervisory experience).

Desired Skills:

- Demonstrate competent and effective oral and written communication skills.
- Excellent organizational skills.
- A personality style which emphasizes collegiality, teamwork, participation, judgement and a commitment to results.
- Ability to work independently without daily supervision.
- Operate personal computers utilizing word processing, database, spreadsheet and graphics-based software applications.
- Ability to work with other state and local agencies.
- Ability to provide great customer service.

Minimum Qualifications:

- Minimum five years of experience in economic development, marketing or a related career is required.
- Bachelor's degree in business, economics, public administration, or a related field is required.
- Must understand and act consistently with the principles and practices of local and regional economic development, including business and public finance, real estate, business attraction and retention, community revitalization, planning and research.
- Must be able to establish and maintain cooperative and effective working relationships with persons and organizations holding diverse political, cultural, social and economic views both within and outside the Port of Walla Walla.

- Must have excellent skills working in the MS Office suite and other digital media, to include word processing, spreadsheets and email.
- Must possess excellent writing, negotiating, and presentation skills suitable for a wide variety of audiences, including government officials, elected officials, business executives or owners, entrepreneurs, and community members.
- Must be a self-directed and independent person who is able to identify issues, make sound decisions and implement as needed. At the same time, must be comfortable working in a team environment with the internal Port staff and other partner organizations and agencies.
- Must be comfortable working in a fast-paced environment where priorities may change rapidly.
- Must be able to handle multiple projects at the same time with enthusiasm, positive energy and accuracy all while remaining calm under pressure.
- A valid driver's license is required.
- The ability to travel and work flexible hours including evenings and weekends is required.
- Public sector experience is preferred.
- Basic financial acumen is required.
- Experience developing and managing operating and capital budgets is preferred.

Knowledge and Abilities

- Knowledge of business, economic development, marketing, tourism, public relations, and issues that affect rural communities.
- Ability to communicate effectively and meaningfully with Executive Director, Port Commission, and other public, private, and civic organizations in the county.
- Ability to plan, organize, and manage people in a general office environment and willing to be a "hands-on" working director.
- Demonstrated ability and experience in dealing with public and private boards. Ability to work with a large and diverse number of public and private interests.
- Knowledge of traditional and contemporary business environments and business planning.
- Ability to think and develop and address issues in an innovative and creative manner.
- Knowledge of the legislative and regulatory environment, as it impacts business and economic development.
- Computer skills, use and familiarity are important.

Essential Duties & Responsibilities:

- Plan, direct and coordinate the overall economic development plan for the Port. Responsible for maintaining and tracking economic development benchmarks established in the economic development plan.
- Manage the Associate Development Organization contract with the State of Washington.
- Prepare and organize agenda for Economic Development Information Meetings (EDIM).
- Assist in the preparation for Commission meetings and as directed attend regular and special meetings of the Port Commission.
- Maintain familiarity with state and local resources to communicate these to new or existing firms including tax policies, financing, business assistance programs, incentives, and available properties.
- Respond to requests from individuals or firms interested in Port properties, seek to locate them in Port facilities or assist in finding other suitable space or land.

- Screen leads, follow-up by phone and when needed visit those leads with potential to bring development to our area.
- Maintain effective communication and participation with all governmental entities having jurisdiction over Port activities, as well as community advisory committees established to secure community input.
- Work within the context of the Port's management team, establishes standard policies, procedures and documentation for the management and operation of the Port's economic development efforts.
- Research and preparation of applications and administration of government grants for economic development activities and programs.
- Establish and maintain business contacts locally and outside the community.
- Maintain appropriate contact with local, state, and federal elected officials, agencies, and staff to ensure information exchange on economic development issues.
- Maintain effective working relationships with site selectors, real estate brokers, developers, appraisers and other industrial and commercial development interests in Walla Walla County.
- Maintain an awareness, record of, and participation in local, state and federal legislative issues as they may relate to the Port's business development and marketing programs.
- Establish and maintain an information base regarding economic development, employment, demographics and business climate of the Port's service area.
- Represent the Port during community projects and at public, social and business gatherings. Advise management of community relation projects and activities.
- Seek out and apply for external funding assistance to help implement the Port's marketing and business development strategy.
- Represent the Port at public hearings on such topics as rezoning, plan updates, new facility development and redevelopment, growth management and environmental regulations.
- Develop long and short-range marketing goals, strategies, and budgets.
- Assist in the Port's community relations program that includes an annual newsletter, press releases, photo files and interface with local community interests.
- Regularly visit local industries to enhance Port understanding of local business needs as well as promote the services of the Port.
- Attend state ADO meetings and other meetings/seminars pertinent to economic development.
- Responsible for coordinating and promotional hosting of Port customers and potential Port customers.
- Develop and update marketing materials related to Walla Walla County.
- Publish community economic data useful to business and industry.
- Represent and market the Port at various trade shows and maintain professional trade show display.
- Participates in the development of the Port's annual budget and capital improvement program.
- Performs other duties, responsibilities and special projects as may be required and assigned.

Primary Work Location

- The selected person will work out of an office provided by the Port in Walla Walla.
- The primary work location will be in Walla Walla County.

Essential Functions:

To perform this job successfully, an individual must meet the qualifications and be able to perform all of the duties described in the “Minimum Qualifications”, “Special Requirements” and “Duties and Responsibilities” sections of this job descriptions. All the above are considered essential functions of this job. The identified essential functions are representative of the minimum levels of knowledge, skills, experience, and/or ability required.

Important Disclaimer Notice:

The job duties, responsibilities, skills, functions, experience, educational factors and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or condition of its business, competitive considerations, or the work environment change.

Equal Opportunity/Affirmative Action Employer:

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, political affiliation, disability status or any other non-merit factors. Port of Walla Walla is also committed to diverse workforce, women, disabled persons, members of ethnic minority and other underrepresented groups are encouraged to apply.

Approved:



October 3, 2023

Patrick H. Reay
Executive Director

Date