



DEPUTY EXECUTIVE DIRECTOR

This position is considered critical and essential, at-will, and is appointed by the Executive Director.

THE ROLE

The Port of Seattle is seeking a dynamic and strategic leader for its Deputy Executive Director position.

Reporting to the Executive Director, the Deputy Executive Director advises the Executive Director on operational, organizational, customer issues, and other high-level matters. The Deputy Executive Director is a member of the Executive Leadership Team and works with this team to move the work of the Port forward.

They may interface with and present to Port Commissioners on certain complex, political, strategic, and policy matters. They will also assist as needed on special projects or initiatives, including developing and implementing the strategic goals and objectives of the Port.

The Deputy Executive Director holds full delegated authority to act in the absence of the Executive Director and also oversees the Continuous Process Improvement, Strategic Initiatives, Engineering and Construction Services, Police, and Central Procurement Office Departments.

CORE FUNCTIONS

The Deputy Executive Director will serve as a key advisor to the Executive Director and assist in leading the organization.

Duties may include, but are not limited to, the following:

- Apply equity and exemplify shared values, behaviors, and practices in all aspects of the work. At the Port of Seattle, equity is a daily responsibility and a foundational expectation for all Port jobs.
- Provide leadership support to the Executive Director to meet elected Commissioner needs, to move the Port forward, and to meet expectations of the Commission's Century Agenda Plan and annual priorities. Serve as a member of the Executive Leadership Team and provide leadership across the Port to support the Executive Director's priorities and to assist the business units in achieving their business goals and requirements.
- Provide leadership, management, and strategic direction to multiple operational departments including Continuous Process Improvement, Engineering and Construction Services, Police, Procurement, and Strategic Initiatives. Provide executive level strategic direction and decision making including budgeting, staffing, and operational issues.
- Solve problems through ideation, alternative generation, and decision making across a myriad of subjects including business customer, stakeholder, staffing, strategy, labor, development, procurement contracting, public, and operational authorizations.
- Represent the Port internally and externally in a positive and authentic manner to resolve issues and advance relationships. Promote the positive work and forward direction of the Port, demonstrating partnership in business, community civic, political, environmental, and other forums. When needed, represent the Port at community and business events, make presentations and speeches, and lead public Commission meetings. Act on behalf of the Executive Director as necessary.
- Chair the governance committee for procurement and process improvement. Make project labor agreement recommendations.



The ideal candidate will possess the following knowledge, skills, and abilities:

The ideal candidate will have an unblemished record as it relates to their ethical integrity and that of the organizations they serve.

The ideal candidate will have **highly effective and demonstrated leadership knowledge and skills** suitable for leading a large and complex public agency that is delivering on long-term strategies while dealing with a continuing myriad of operational and other issues that arise in a constantly changing environment.

They will be able to **navigate politics**. They use their effective **negotiation and problem solving skills** to navigate complex issues that are difficult to solve but must be moved forward. They understand stakeholder interests and balance them to achieve Port goals. Representing the Port to partner organizations, they will work cooperatively with large and diverse communities of interest. They identify and respond to sensitive community and organizational issues and needs, while continuing to build and maintain effective working relationships.

The ideal candidate will be familiar with political advocacy at the federal, state, and local levels. They will be able to interpret, understand and apply local, state and federal laws, codes, and regulations to assigned areas. This individual will also be comfortable and experienced working with organized labor, civic, and other business constituents of the Port.



A problem solver and change leader, they adapt rapidly to changes to maintain organizational resiliency and reliability. They are adept at decision making, including strategizing solutions, across an ever changing landscape. They are able to communicate key objectives and tactics in methods that will create and promote positive relationships both internally and externally. Having a breadth of knowledge on a wide variety of subjects, they are able to make **sound decisions** in a complex and ever-changing business and public environment.

They will have a **solid knowledge of the Port's mission and business functions** in order to effectively support accomplishing long-term business and agency goals. They must understand the Port's role in a global maritime and aviation trade network as well as the Port's impact on the local community and region. They will have demonstrated business experience and knowledge of strategic policy management principles and practices as well as advanced project management skills.

They understand, value, and apply a **strategic** view to leadership, ensuring alignment of Port goals to business unit and individual goals and objectives. As a strategic and effective leader and manager, they are able to provide coaching and direction to senior staff while building trusted internal relationships. Using their well-developed persuasion and negotiation skills, written and verbal communication skills and public speaking skills, they will be able to persuade others to adopt new processes, methodologies, or ways of thinking.

The ideal candidate will have demonstrated **business acumen** and be knowledgeable in leading multiple functions across a large matrixed organization to assure effectiveness for all businesses, departments, staff, and stakeholders. Using their understanding of business, they will partner with business units to help assure their capital development organizations and systems are delivering as effectively as possible for the scale of the future workload.

The ideal candidate will be an **effective verbal and written communicator**. They are comfortable with public speaking and representation skills in order to promote the positive work of the Port in many forums both

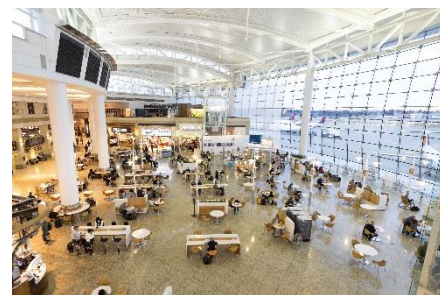
internally and externally. They are adept at using their communication skills to improve connectivity and community relationships that can resolve issues and benefit the region.

QUALIFICATIONS

To be considered for this position, candidates must possess demonstrated competencies equivalent to:

Experience

- Ten (10) years of progressively responsible senior leadership and management experience of an increasing scale and breadth that includes staff and fiscal responsibility of multiple functional areas.
- Ten (10) years of progressively responsible experience leading multiple and sometimes unrelated functions. Functional areas will ideally include one or more of the following: procurement and contracting, organization wide strategy development, process improvement, engineering and construction management, project management, and public safety. Work at this level should include identification and resolution of issues and challenges between functional areas within the entire organization.



PREFERRED QUALIFICATIONS

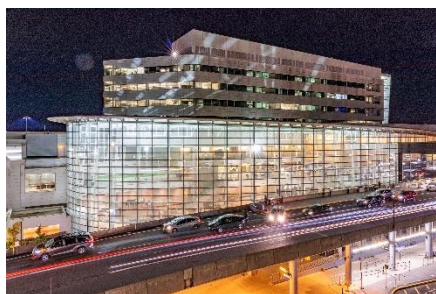
- Bachelor's degree in public administration, business administration, engineering, or related field.
- Five (5) years of experience working in a government/public sector organization and/or in a private industry organization that ideally includes aviation, maritime, and/or capital development.
- Licenses & Certifications: PMP, AIA, PE, IFMA, AAAE, or LEAN certification(s).

BENEFITS AND COMPENSATION

- The **salary range** for this position is a minimum of \$271,461, midpoint \$339,331, and maximum \$407,202. We anticipate making salary offers between the salary range minimum and midpoint based on relevant work experience and a review of current employees' compensation who perform similar work. Salary ranges are under review and subject to change.
- **Healthcare** – Medical, dental, and vision care with options that work for you and your family.
- **Paid Vacation** – Generous paid time off (19.6 days per year) that increases with tenure to rest and rejuvenate.
- **Paid Sick Leave** – At least one hour of sick leave for every 40 hours worked.
- **Holidays** – More than ten days per year to celebrate with family and friends away from work.
- **Pension/Retirement Plans** – A pension and additional savings plans to prepare for your future after the Port.
- **Getting to Work** – Fully subsidized parking and a low-cost public transit card to get you here.
- **Parental Leave** – Six weeks paid leave to spend with new additions to your family.

- **Development** – From tuition reimbursement, training, stretch assignments, and internal internships, we support a learning culture.
- **Equity, Diversity, and Inclusion** – The Port of Seattle values diversity as a source of innovation and strength. We are actively working across the organization to create a culture where all employees – regardless of race, gender, and other identities – succeed and reach their fullest potential.
- **Work-Life Balance** – We provide the resources to help you create habits to be healthy and balanced.
- **Mission Driven** – We are focused together in promoting economic opportunities and quality of life in the region by advancing trade, travel, commerce, and job creation in an equitable, accountable and environmentally responsible.

SPECIAL REQUIREMENTS



- **Washington Residency** – Employees must establish a residence in Washington State within 30 days of their first day of employment and must maintain a residence in Washington State during their employment with the Port of Seattle.
- **COVID-19 Vaccination** – Effective November 15, 2021, the Port of Seattle requires that at the time of hire, and as a condition of employment, the successful candidate will be able to provide proof of their full COVID-19 vaccination status as part of the hiring process. This is a condition of employment for all positions at the Port of Seattle. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Prior to employment, candidates may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.
- **Security Requirements** – Must be able to pass a Transportation Security Administration (TSA) background check as well as a criminal history background check with the Federal Bureau of Investigation (FBI). Employment will be contingent upon obtaining a Port of Seattle ID badge upon clearance. May be required to access Port of Seattle Police Department equipment, office locations, systems and/or vehicles. In compliance with Federal and State laws, will be required to pass a Criminal Justice Information Services (CJIS) criminal history background check.

HOW TO APPLY

If you are interested in this outstanding opportunity, apply using the Port's online application system at:

<http://www.portseattle.org/careers/>

All qualified candidates are strongly encouraged to apply by **February 27, 2023** (first review, open until filled).

All data submitted is encrypted and secure. During the online application process, you will be able to upload your cover letter, resume and other documents.

If you are an applicant in need of a reasonable accommodation to complete the online application or submit your application materials, please contact the Port of Seattle's Human Resources Department at (206) 787-3836. You may also contact the WA Relay Service (TTY) at 7-1-1 or 800.833.6388.

Following the closing date, resumes will be screened according to the qualifications outlined above. A select group of qualified candidates will be invited to in-person interviews. Final candidates will be asked to provide professional references. References will only be contacted following candidate approval.

The Port of Seattle is an equal opportunity and affirmative action employer that values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, knowing decisions concerning the employment relationship will be made without regard to age, race, ethnicity, color, religion, creed, sex (including pregnancy), sexual orientation, gender identity or expression, national origin, marital status, citizenship status, veteran status, the presence of any physical or mental disability, or any other status or characteristic protected by federal, state, or local law, regulations, and ordinances. [Click here](#) for definitions and descriptions of categories referencing Ethnicity and Race. [Click here](#) for definitions and descriptions of categories referencing Protected Veteran Status.

ABOUT THE PORT OF SEATTLE

Founded in 1911, the Port of Seattle is a special-purpose municipal corporation serving the citizens of King County. Its mission is to create good jobs here and across the state by advancing trade and commerce, promoting manufacturing and maritime growth, and stimulating economic development.

Our vision is to add 100,000 jobs through economic growth led by the Port, for a total of 300,000 port-related jobs in the region, while reducing our environmental footprint. We are committed to creating opportunity for all, stewarding our environment responsibly, partnering with surrounding communities, promoting social responsibility, conducting ourselves transparently, and holding ourselves accountable.

The Port of Seattle is a leader in moving people and cargo across the country and around the world. With facilities and property ranging in scope from a half-acre park to one of the largest airports and container terminals on the West Coast, we maximize the public assets in our portfolio with an eye toward best uses and environmental sustainability.

In 2011, the Port Commission launched the Century Agenda, a 25-year plan to achieve our mission and vision. The Century Agenda identifies four key goals:

- Position the region as a premier international logistics hub
- Advance the region as a leading tourism destination and business gateway
- Use our institutional influence to promote small business growth and workforce development
- Be the greenest and most energy efficient port in North America



Five Commissioners, elected at large by the voters of King County, serve four-year terms to govern the Port, lead all intergovernmental functions, and oversee the Executive Director, who leads over 2,100 Port employees.

Port Commission

- Sam Cho, Commission President
- Toshiko Hasegawa, Commission Vice President
- Ryan Calkins
- Fred Felleman
- Hamdi Mohamed

Executive Director

- Stephen P. Metruck

POSITION LOCATION

Seattle, Washington