



# COMMISSION, CHIEF OF STAFF

*This position is a political appointment, serves at the pleasure of the Port of Seattle Commission and is at-will.*

## THE ROLE

The Port of Seattle Commission is seeking a dynamic and strategic leader for their Chief of Staff.

The five elected Port Commissioners serve in these part-time roles for four-year terms as the governing body for the county-wide special purpose government that is the Port of Seattle. To facilitate Commissioners' work to provide policy guidance to the Port that reflects the needs and collective values of the public they serve, the Commission Chief of Staff provides staffing and strategic advice to the Port Commission and in collaboration with its Deputy, hires and manages the Commission staff and Commission Clerk's Office. The Chief of Staff also serves as a critical liaison with the Port's Executive Director and Executive Leadership Team.

Responsible for the management, planning and coordination of activities and services that support the Commission as an executive and political body, the Chief of Staff plays an integral role in developing the Commission's policy agenda, managing emerging and unexpected challenges, influencing public perception of the Commissioners and the Port, and driving alignment between the Port Commission and executive staff.

The Chief of Staff reports directly to the Commission President and is responsive to all members of the Commission. A core function of this role is to ensure open and positive communication between the Commission, the Executive Director, other Port executives and Port staff.

The Chief of Staff also supports the Commissioners in their capacity as managing members of the NW Seaport Alliance, a collaboration with the Port of Tacoma that manages marine cargo terminals in both homeports. This requires close coordination between Alliance and Port staff as well as Port of Tacoma Commissioners, in order to inform Port of Seattle Commissioners of opportunities for collaboration or avoid conflicts.

## CORE FUNCTIONS

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

**Chief of Staff** - Serves as a key liaison amongst Commissioners as well as between the Commission and Port Executive Director. Acts as first point of contact to the Commission and acts as a spokesperson to Port staff on behalf of the Commission. Ensures the Commission is kept up to date on all relevant and upcoming issues and activities, providing status updates and policy advice as necessary. The Chief of Staff coordinates closely with Port staff to ensure Commissioners are provided with all information necessary for them to make sound decisions on policy and emerging issues of importance. Similarly, the Chief of Staff works with the Commission Clerk, Policy Director, Communications Specialist, external relations staff and other Port subject matter experts to prepare Commissioners for external events, meetings, speeches and media interviews. Manages Commission workflow, communications strategy and tactics.

Ensures the Commission has awareness of the political environment and issues at the local, state and federal levels. Ensures all necessary procedural steps and legal requirements are followed in the execution of Commission duties and functions and responsibilities, including the Open Public Meetings Act. Working with the Commission President, Commission Deputy Chief of Staff and Port Executive team, plays a key role in planning for Commission public meetings and assists in resolving conflicts, workflow, prioritizing agenda issues and action items.

**Leadership & Management of Commission Staff and Clerk's Office** – Ensures the Commission office serves the Commission responsively and efficiently. This includes providing leadership and strategic direction to commission and clerk's office staff including performance feedback, development of work plans, and strategic direction. Manages the administrative and financial operations of the Commission including budget development and operations.

In collaboration with the Commission President, develops Commission annual budget, policies and procedures to ensure effectiveness, compliance and consistency, and ensure transparency and accuracy in applicable financial processes and procedures.

**Commission Liaison** – Serves as the primary liaison between the Commission and Port Executive Director, Port executives, Port and NWSA staff. Coordinates and facilitates relationships by engaging Port staff and key external stakeholders to obtain information necessary for Commission to make informed decisions. Will

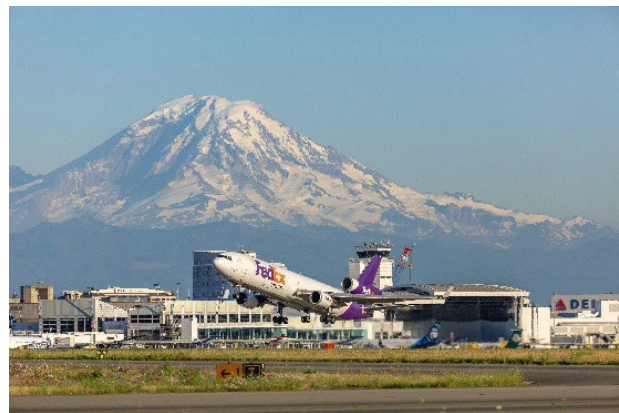


coordinate internal communications for Commission and Commission Office staff. Identifies opportunities to engage with a wide range of community leaders and constituents, both with and on behalf of the Commission when needed.

**External Relations** – Strategically manages policy and political issues facing the Commission and the Port, working closely with the President, Port’s External Relations staff, and other key internal and external stakeholders. Understands the local, regional, state and federal political landscape and uses this knowledge to help the Commission make informed decisions. When Commission policies are clear, may receive and answer questions posed by the public on behalf of the Commission after consultation with President when possible. Investigates questions and complaints of Port operations as requested by at least 2 Commissioners and reports results as requested.

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

**Knowledge:** Thorough knowledge of the Port Commission political process as well as parallel processes at the city, county, state, and federal level. Understands the state and local region’s interests, political climate and key leadership such as elected officials, business and labor, community and environmental leaders and other relevant interests; uses this knowledge to enable the Commission to make informed decisions and to help position the Port for success, both politically and operationally. Possesses an understanding of the role the Port of Seattle and NW Seaport Alliance plays in the broader Washington state economic and political context, including the maritime, aviation, economic development, labor, environmental, international trade, and land use policy areas. Solid experience and understanding of principles and practices of management, supervision, and development. Demonstrated knowledge of government budgeting processes, budget management and administration. Thorough knowledge of policy analysis and development.



**Skills:** Strong attention to detail and exceptional organizational and analytical skills. Demonstrated effective problem solving and decision-making skills. Proven effective communication skills, both verbal and written. Strong negotiation and persuasion skills. Effective strategic leadership and management skills including team building, goal setting and performance management skills. Possesses strong interpersonal skills and keen ability to tactfully intercede and resolve issues when conflicts arise. Skill in facilitating and moderating discussions. Demonstrated flexibility, agility and ability to adjust to rapidly changing goals and priorities. Demonstrated strategic thinking skills.

**Abilities:** Ability to make independent judgements and work with minimal supervision. Ability to anticipate emerging issues, discern potential impacts and gather necessary information to help Commissioners make informed decisions in a rapidly changing environment. Able to analyze complex information, synthesize and evaluate information to recommend solutions. Ability to effectively handle highly confidential and sensitive materials and situations. Able to master a wide range of relationships, tasks and perspectives. Able to independently manage multiple and competing priorities while meeting deadlines. Able to competently interact



with a wide range of people while building strong relationships. Ability to deal with interpersonal conflict and difficult workplace dynamics, response to crises, and to ensure a productive and welcoming work environment. Able to engage and inspire employees, providing clarity of purpose and direction. Ability to respond to commission and requests outside of normal work days and hours.

## QUALIFICATIONS

To be considered for this position, candidates must possess a combination of education and experience demonstrating knowledge, skills and abilities equivalent to:

- Bachelor's degree in Public Administration, Political Science, Business Administration, or related field.
- Seven (7) years of experience in senior government administration, legislative affairs, or related field that includes experience working with elected officials.
- Five (5) years of experience managing and leading staff in a complex political environment.

## PREFERRED QUALIFICATIONS

- Master's degree in Public Administration or related field.
- Ten (10) years of experience acting as Chief of Staff for or with elected officials.
- Familiarity with the operations, goals, policies and stakeholders of the Port and its associated aviation, maritime and economic development activities.

## BENEFITS AND COMPENSATION

This salary range for this position is \$141,948 (minimum) to \$177,435 (midpoint). Salary determination is based on the knowledge, skills, and experience of the successful candidate.

The Port of Seattle offers an attractive salary and benefit package including medical and dental care, paid time off, sick leave, retirement, life insurance and additional programs for optimal work-life balance.

The Port participates in the State of Washington Public Employment Retirement System.

## 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 **September 24, 2021** (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, Affirmative Action Employer and is committed to diversity in the workplace. People of color, women, veterans, and individuals with disabilities are encouraged to apply.

## POSITION LOCATION

Seattle, Washington



## 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 & Business Gateway
- Use our Institutional Influence to Promote Small Business Growth & Workforce Development
- Be the Greenest & Most Energy Efficient Port in North America

## ABOUT THE COMMISSIONERS

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.



### Stephanie Bowman

Commissioner Stephanie Bowman currently serves as the Executive Director of Washington ABC, a statewide non-profit organization promoting policies and programs to help economically disadvantaged communities build assets through investments in education, homeownership, savings and small business development.

Bowman has more than 20 years of experience working in the areas of transportation and economic development on the local, state and federal levels, including at the Port of Tacoma and Greater Seattle Chamber of Commerce. Bowman has been active with the American Association of Port Authorities; the Coalition for America's Gateways and Trade Corridors and the Pacific Northwest Waterways Association. Locally, she has served on the Boards of the Plymouth Housing Group and the Rainier Valley Food Bank. In 2007, Bowman was selected as a Fellow with the American Marshall Memorial Foundation.

Raised in Hilo, Hawaii, Bowman moved to Seattle in 1991. She lives in the Beacon Hill neighborhood in south Seattle and is an avid windsurfer.



### Ryan Calkins

Ryan Calkins was elected to the Port of Seattle Commission in 2017. Ryan works as a nonprofit professional at Ventures, a charitable organization that supports low-income entrepreneurs to start and grow their businesses in the Puget Sound area. For more than a decade, Ryan ran an import and distribution company in Seattle that was recognized for its industry-leading sustainability initiatives.

Prior to his work in business, Ryan worked in Central and South America for disaster relief and human rights nonprofits. Commissioner Calkins focuses on sustainable economic development at the Port of Seattle, working to ensure that our region's prosperity is shared among all of our communities. Ryan balances current needs with a long-term vision for the Port of Seattle, to ensure that one of our region's most valuable public assets will continue to thrive for generations to come.

Born and raised in Edmonds by a public school teacher and a small business owner, Ryan now lives in Seattle with his wife and three children.



## Sam Cho

Sam Cho was elected to the Port Commission in 2019. Cho is the son of immigrants from South Korea, who came to the United States through the Port of Seattle. He is currently the only person of color serving on the Commission.

Commissioner Cho was the Founder and CEO of Seven Seas Export, an international trading company that was headquartered in Seattle and exported to Asia. He identified an opportunity to sell eggs to Asian countries that were experiencing an egg shortage at the height of Asia's avian influenza (bird flu) epidemic in the winter of 2016. He exported more than 2.5 million pounds of eggs to countries like South Korea.

Prior to his entrepreneurial endeavor, Commissioner Cho was a political appointee under President Barack Obama serving at the US General Services Administration. He helped manage a federal agency of more than 10,000 federal employees and worked on executing the administration's agency-wide policies in real asset management, federal procurements, acquisitions, and technology.

Commissioner Cho also served as a Legislative Assistant to a Washington State Senator and a member of the United States Congress for whom he managed a portfolio of Foreign Affairs, Trade, Small Business, and Financial Services. He also served as an analyst at the US Department of State.



## Fred Felleman

Fred Felleman has been a leader in the advancement of marine conservation and maritime safety in the Pacific Northwest for over three decades. He received his Bachelors of Science from the University of Michigan and his Masters of Science from the University of Washington where he studied the feeding ecology of Southern Resident killer whales.

Fred has long recognized that to maintain a healthy marine environment, it is critical to work with all those dependent on it. As the sole proprietor of WAVE Consulting, his clients have included local and tribal governments as well as national marine conservation organizations.

Since being elected to the Seattle Port Commission in 2015, Fred has been founding Chair of the Energy and Sustainability Committee. He is keenly aware of the nexus between environmental protection and social equity. Fred has led the Port's efforts to reduce its carbon footprint by installing solar arrays on Port buildings and advancing the use of sustainable aviation fuels. He serves as tribal liaison and has worked with cab and drayage truck drivers to minimize the economic impacts of meeting environmental requirements.

Fred recognizes one of his primary obligations is to protect industrial lands from encroachment for the Port to continue to provide the type of broad-based economic opportunities which underlies the cultural fabric of the region. He also is committed to helping assure the airport and seaport are good neighbors to retain the social license for businesses and communities to succeed in an increasingly expensive region to live.

Fred was raised in New York and has lived in Ballard since 1990 where he raised his son and continues to stay close to the briny source of motivation for his public service.





## Peter Steinbrueck

Peter Steinbrueck was born and raised in Seattle, Washington. He graduated from Bowdoin College with a major in government and earned his Master's degree in architecture from the University of Washington. He is a Fellow of the American Institute of Architects, community planner and urban strategist.

As a former three-term Seattle city council member from 1997 to 2007, Peter led numerous legislative efforts to advance innovative programs and policies in comprehensive planning, land use and development, parks and open space, affordable housing, climate protection and renewable energies, water conservation, municipal waste reduction, and urban mobility.

In 2008 Peter founded Steinbrueck Urban Strategies, a mission-driven professional consulting practice with an emphasis on driving best practices for greening cities. Peter is a Harvard University Loeb Fellow, where, in 2010, his research at the GSD and Kennedy Schools focused on urban environmental policy and sustainable cities. Peter Steinbrueck is a sought-after public speaker, writer and thought leader on sustainable urban policy.

Peter volunteers and has served on the boards and advisory councils of many organizations locally and nationally, including AIA Center for Civic Leadership, Harvard University Working Group for Sustainable Cities, Walkable Livable Communities Institute, National Alliance to End Homelessness, Washington Environmental Council, Seattle Library Foundation, Market Foundation, Feet First, United Indians of All Tribes Labateyah Youth Home and Green Seattle Partnership.

Peter is the proud father of two fine young men, Ben and Mason.

