

PORT OF BENTON, WASHINGTON

CLASS SPECIFICATION

Director of Economic Development

<u>JOB FAMILY</u>		<u>FLSA STATUS</u>
Administration		Exempt
Salary Band Min. \$110,000 (\$52.89/hr)	Salary Band Mid. \$120,000 (57.69/hr)	Salary Band Max \$130,000 (\$62.50/hr)

CLASS SUMMARY:

The Director of Economic Development is a full-time leadership position responsible for planning, implementing, and managing industrial and economic development initiatives within the Port of Benton district. This role focuses on industrial recruitment, rail-related development, business retention and expansion, and strategic planning aligned with the Port's Comprehensive Plan and strategic initiatives. The position works closely with the Executive Director and Port staff to promote business growth, infrastructure development, and community partnerships.

BENEFIT INFORMATION:

Mandated Benefits. The Port will make benefits required by federal, state, or local laws available to employees and ensure they are administered consistent with the governing laws. These benefits include, but are not limited to, the following: Social Security (FICA) insurance, Industrial insurance/Workers Compensation coverage, Unemployment compensation, Military leave (based on both federal and state requirements), Pregnancy disability leave, Family and Medical Leave Act (FMLA) of 1993, The Family Care Act (FCA) of 2002, The Washington Paid Family & Medical Leave Act (2020).

Additional Benefits for Employees. The following benefits shall be administered consistent with Port eligibility requirements.:

- The following paid leave plans shall be administered: Paid Time Off (PTO). Employees are encouraged to take at least two weeks of paid time away from work for vacation or personal reasons each year. Holidays. The port shall observe the following eleven (11) holidays: New Year's Holiday, Martin Luther King, Jr., Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Native American Heritage Day (the day after Thanksgiving), Christmas Day.
- Bereavement Leave. Time off to attend or plan for funeral or memorial services of a close family member. Additional details are described within the Port's Personnel Policy. Supplemental Military Leave. Additional partially paid military leave in response to an involuntary deployment resulting from Presidential Recall or a declared State of Emergency. Civic Duty Leave. Paid time away from work to serve on jury duty, or in limited circumstances appear in court as a subpoenaed witness.
- Retirement. Pension benefits that provide vested employees with post-retirement income shall be as described in this section. Employees (other than DRS-retired employees receiving a pension from any State of Washington DRS pension plan) will become members of the Washington Public Employees Retirement System (PERS). Retirement benefits will be administered consistent with applicable Washington state laws.
- Employees hired in otherwise eligible positions under RCW 41.40 who are excluded from membership in PERS because of non-citizen, nonresident status, may be provided from date of employment with an individual pension or annuity arrangement that will provide benefits similar to those provided under PERS, Plan Two. The Port Auditor is authorized to execute all documents and to take all action necessary

PORT OF BENTON, WASHINGTON

CLASS SPECIFICATION

Director of Economic Development

to implement such an arrangement.

- Healthcare. Medical, pharmacy, dental, and vision coverage offered to eligible employees consistent with Patient Protection and Affordable Care Act (ACA) requirements shall be as follows:
- Employees will have the ability to enroll their eligible dependents in the same medical, pharmacy, dental, and vision plans the employee elects. Employees may be required to pay all or a portion of their healthcare premiums by payroll deduction. The Port retains the right to modify or terminate healthcare benefits.
- Life and Disability Insurance. Benefits to protect against unexpected loss shall be as follows: Life Insurance. Benefits paid to beneficiaries in the event of death. The Port will provide basic life insurance for employees and limited life insurance for employees' dependents. Employees will have the ability to purchase additional life insurance for themselves and/or their dependents.
- Accidental Death and Dismemberment (AD&D). Benefits paid to employees in the event they lose a limb or to their beneficiaries in the event of accidental death. Employees will have the ability to purchase additional AD&D insurance for themselves and/or their dependents.
- Long-Term Disability. Partial income continuation benefits paid to employees unable to work for extended periods of time.
- Flex Time and Alternative Work Arrangements. Work schedules that include varied start and stop times, flex time, as well as longer workdays combined with a non-workday each week or pay period, compressed work week arrangements. Telecommuting or telework schedules are another form of alternative work arrangement.
- Deferred Compensation (DCP). The Port of Benton will match up to 4%, any employee contributions to a Deferred Compensation Program (for example, if an employee contributes 2%, the Port will match 2%).

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Strategic Planning & Industrial Development

- Lead the development and execution of industrial recruitment and retention strategies, with a focus on rail-served sites and infrastructure.
- Develop and implement short- and long-term economic development plans aligned with the Port's Comprehensive Plan and initiatives.
- Identify and pursue opportunities for industrial cluster development, including advanced manufacturing, logistics, and energy sectors.

Rail & Infrastructure Coordination

- Serve as the Port's subject matter expert on rail infrastructure and development opportunities.
- Coordinate with rail operators, state and federal transportation agencies, and private sector partners to enhance rail-served industrial sites.
- Support planning and development of multimodal transportation assets to improve freight mobility and site competitiveness.

PORT OF BENTON, WASHINGTON

CLASS SPECIFICATION

Director of Economic Development

Business Recruitment & Expansion

- Promote Port properties and assets to prospective businesses and site selectors.
- Lead efforts to attract new industrial tenants and support existing businesses in expansion efforts.
- Develop and maintain marketing materials, site data, and incentive packages tailored to industrial prospects.

Permitting & Development Support

- Assist port tenants with local, state, and federal permitting processes to bring their project to completion.
- Provide technical assistance and guidance on zoning, infrastructure, and site readiness.
- Coordinate with engineering, planning, and legal teams to facilitate project development.

Partnerships & Community Engagement

- Build, manage contracts and maintain strong relationships with local municipalities, economic development organizations (e.g., TRIDEC, PEDDA), chambers of commerce, and state agencies.
- Represent the Port in regional and statewide economic development forums and task forces.
- Engage with community stakeholders to align development efforts with workforce, housing, and infrastructure needs.

Data & Research

- Maintain a comprehensive inventory of available buildings and development-ready sites, including rail-served properties.
- Conduct market research, feasibility studies, and economic impact analysis to support development decisions.
- Prepare reports, presentations, and recommendations for the Executive Director and Port Commission.

Grants & Funding

- Identify and pursue grant opportunities to support infrastructure and economic development projects.
- Prepare and manage grant applications, partner contracts, and compliance documentation.
- Monitor and provide input on legislation and regulations affecting industrial and economic development.
- Advocate for policies that support infrastructure investment, rail development, and business growth.

General Responsibilities

- Maintain strong working relationships with businesses, developers, public agencies, and the public.
- Attend professional development workshops and conferences to stay current on trends and best practices.
- Serve on internal committees and contribute to cross-functional Port initiatives.
- Prepare and present to the Board of Commissioners

PORT OF BENTON, WASHINGTON

CLASS SPECIFICATION

Director of Economic Development

- Perform other duties as assigned by the Executive Director.

TRAINING AND EXPERIENCE:

Bachelor's degree in Business or related fields and eight (8) years of economic development management experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

PREFERRED LICENSING/CERTIFICATIONS:

- Experience working with ports, railroads, logistics, value added ag and manufacturing companies.
- Familiarity with Washington State economic development programs and incentives.
- Master's degree or professional certification (e.g., CEcD, PPM).

KNOWLEDGE OF:

- Real Estate sales and leasing
- Land planning for development
- Strategic planning
- Industrial recruitment
- Budgeting principles;
- Grant management
- Grant Report preparation techniques;
- Mathematical and statistical principles;
- Customer service principles;
- Applicable Federal, State and local laws, rules, and regulations;
- Record keeping techniques;
- Computers and related software applications.

SKILL IN:

- Preparing and monitoring budgets;
- Reading, comprehending, and analyzing financial and business statements;
- Interpreting and applying applicable laws, rules, regulations, policies and procedures;
- Maintaining confidentiality;
- Providing customer service;
- Preparing standard and ad hoc reports and maintaining records;

**PORT OF BENTON, WASHINGTON
CLASS SPECIFICATION**

Director of Economic Development

- Utilizing a computer and relevant software applications;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public and others to sufficiently exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the Port and department.