



PORT OF COUPEVILLE JOB DESCRIPTION

TITLE: EXECUTIVE DIRECTOR

REPORTS TO: PORT OF COUPEVILLE BOARD OF COMMISSIONERS

ADOPTED/REVISED DATE: 1/30/2026

POSITION PURPOSE/SUMMARY

The Executive Director (ED) is the senior manager for the Port of Coupeville and reports directly to the Port Commission. The ED is responsible for providing strategic and operational leadership to the organization by working with the Port Commission to establish long- and short-range goals, business strategies, plans, and policies. The ED directs and is responsible for the daily operation of the Port of Coupeville, including fiscal management, personnel administration, public relations, public records requests, maintenance of facilities, and property management. The ED represents the Port to offices of the State of Washington, Island County, the town of Coupeville, and other government and non-government organizations within and without the Port district.

The Executive Director leads the Port Staff and ensures the accountability of all employees for accomplishment of their job descriptions, duties, and work hours. Port personnel currently include a Wharf Manager, Assistant Wharf Manager, Facilities Maintenance Technicians, Project Manager, Community Relations and Event Coordinator, Communications, Janitorial & Landscaping, and Dock Hands. The ED is expected to lead the staff in the achievement of the Port's mission and objectives via a positive, team-building approach. The ED leads the Port team by example and personal integrity, dedication, excellent work performance, and avoidance of any harsh, demeaning, or otherwise disrespectful behavior towards any individual.

The Executive Director organizes and prepares the Port Commission for regular and special meetings. The ED receives direction from the Port Commission in public meetings and is empowered by the Port Commissioners' Delegation of Authority, as adopted by Port resolution.

The Executive Director's work environment is primarily indoors at the Port office in Greenbank. Travel is occasionally required to Coupeville for business meetings and work related to the Coupeville Wharf. Work hours are 8 hours per day; however, occasional evenings, weekends, or emergency work hours may also be required.

Executive Director Primary Functions and Responsibilities

- Provides leadership and management to ensure that the vision, mission, and core values of the Port are put into practice. Assists the Board in executing the authorized powers to the Board by the laws of the State of Washington.
- Operates with minimal supervision. Establishes objectives for the Port within the overall goals established by the Port Commission.
- Prioritizes competing demands and requirements to maximize efficiency and effectiveness as the senior manager for the Port.
- Accurately analyzes unsatisfactory situations, identifies core issues, and takes steps to expeditiously resolve problems.
- Includes the Port staff in planning, decision-making, and process improvement; provides regular performance feedback; develops subordinates' skills and encourages growth.
- Ensures that Port Operations adhere to regulations, laws, and all legal requirements of daily operations; provide required filings, reporting, and documentation as required; coordinates with the Port Auditor to confirm financial legal obligations are met.
- Coordinates with the Port Accountant and Auditor to promote the long-term financial success of the Coupeville Port District, while providing all required or requested financial reports and filings.
- Maintains liaisons with local government, state, and federal agencies. Build productive relationships with chambers of commerce, Washington Public Ports Association, other Ports, Island County Economic Development Council, civic groups, non-profit organizations, community associations, the public, Port tenants, and elected officials.
- Ensures the Port maximizes the financial benefits from port assets and properties to the benefit of the Port taxpayers; promotes economic development opportunities to the community.
- Manages the Port's real estate inventory, consisting of the Coupeville Wharf, Fiber Optic Network, and Greenbank Farm.
- Ensures top quality customer service is provided in all aspects of Port operations.
- Recognizes, respects, and integrates effectively with people of all backgrounds and abilities.

Specific Functions and Responsibilities

- Manage routine business affairs and respond to communications received by the Port.
- Directly supervise the Wharf Manager, Assistant Wharf Manager, Facilities Maintenance Technicians, Project Manager, Community Relations and Event Coordinator, Communications, and Janitorial and Landscaping. Evaluate their performance and recommend changes in employment or compensation to the Board of Commissioners.
- Supervise the activities of the Port's Attorney of Record, consultants, and other professional service providers.
- Coordinate with and monitor the performance of the Port's accountant, ensuring the accuracy and timeliness of financial reports and other documents.
- Organize meetings of the Port staff for purposes of training and information sharing.
- Determine what issues are appropriate to bring before the Port Commission; evaluate and advise on all matters brought forward and confer with legal counsel if necessary (as authorized by the President of the Board).
- Make all arrangements for regular monthly and special meetings, including required public notices; prepare all meeting agendas; prepare Resolutions for presentation to the Board of Commissioners; provide advance copies of meeting materials to Commissioners; review vouchers and official Minutes for approval by the Board.
- Brief Commissioners on applicable agenda items during regular and special Port meetings; report on fueling and boating activities, ongoing or proposed public works projects, and other matters of interest to the Board; ensure that all meetings are properly recorded.
- Work with advisory committees established by or authorized by the Port Commission.
- Oversee and support the Project Manager in obtaining quotes or bids for Port projects in accordance with the RCW and MRSC rosters. Oversee the Port's public works contracts and supervise and support the PM as the Port's Public Works Director.
- Explore grant funding for Port projects and submit grant applications where appropriate.
- Oversee the PM for Port projects, including budgeting, monitoring, documentation, permitting, and compliance with State and Federal rules and regulations.
- Ensure that the Port performs in accordance with all agreements with the Washington State Department of Natural Resources and Department of Ecology.
- Negotiate new leases for land, property, and services. Regularly inspect all Port-owned properties, address discrepancies, and inform the Board of Commissioners of necessary alterations, improvements or repairs.
- Monitor the compliance of all Port of Coupeville tenants, regarding lease and other contract provisions; draft and modify leases and other contract provisions as directed by the Board of Commissioners.
- With the Port bookkeeper and accountant, ensure that the Port maintains accurate financial records. Develop long-term financial projections to inform the Port Commissioners.

- strategic decisions. Monitor all Revenues and Expenses and report them monthly to the Board.
- With the Port Auditor, prepare and submit the annual Preliminary and Final Budgets to the Board of Commissioners for its approval. Make the required public notices, schedule the public meetings, and after approval submit the budget to Island County in compliance with state statutes.
- With the Port Auditor, monitor the Port's insurance needs and coverage.
- Prepare and submit, in conjunction with the Port Accountant when appropriate, all regularly required reports, including, but not limited to, the Annual Report to the Washington State Auditor's Office, SARA Title III-Tier Two Report, WPPA Personnel and Benefits Survey, DOE Semi-annual Fuel Reports.
- Develop marketing and advertising strategy and programs. Review and revise the Port's website and social media sites.
- Oversee the Port's record keeping of official files and correspondence.
- Ensure Port compliance with the Open Public Meetings Act and Public Records Act.
- As Public Record Officer respond to Public Records Requests in accordance with RCW 42.56 and Port of Coupeville Public Records Policy.
- As Port Claims Agent responds to any claim for damages made under RCW 4.96.020.
- As Port Donations Officer manages monetary donations, in-kind donations, and real property donations abiding by IRS, State and Local laws.
- Be available off-hours, weekends, and normal work hours to respond to all urgent or emergency situations affecting the Port's properties.
- By agreement with the Port of Coupeville Board of Commissioners, other duties are deemed appropriate and necessary for the effective and efficient management of the Port of Coupeville's operations and administration.

Executive Director Required Skills, Behaviors, Experiences

Skills Required

- Strong research abilities.
- Organization and ability to reprioritize throughout the day is vital.
- Multitasking projects that are intense and require the ability to follow strict laws.
- Management of people, both internal and external.
- Proven history of problem-solving skills in difficult public and internal situations.
- Management of systems necessary to execute and manage a Port, Port district, towns, counties, municipalities, state and federal entities.

- Moderate financial, accounting and audit skills. Ability to interpret and communicate financial documents and information.
- Understand the RCW's for the State of WA to keep the Port compliant.
- Property Management skills to understand asset needs, construction, maintenance, and repair.
- Ability to legally create, manage and maintain lease agreements.
- Ability to utilize legal resources to maintain a strong compliance with State and Federal laws.
- Budgeting and forecasting skills are vital in future planning and goal implementation/execution.
- Understanding the basic principles of insurance, filing claims, renewing policies, and navigating insurance systems.
- Ability to navigate complex local, state and federal websites.
- Ability to navigate complex local, state and federal systems for reporting and compliance.
- Ability to learn election rules, regulations, requirements, current legislation and timing on a local, state and federal level.
- Clear and concise communication skills.
- Impeccable follow up skills with all situations and communications.
- It is vital to be able to efficiently manage multiple low, mid, and high priority items.
- Ability to set clear and concise boundaries for staff to operate within.
- Ability to learn, understand and then execute funding opportunities such as grants, levies, and taxes. Ability to build a library of information to apply for grants and financial opportunities.
- Skill and mindset to plan and set up the Board of Commissioners for success in public meetings and projects.
- Ability to understand and operate within your limits or delegation of authority.
- Must have visionary abilities at all levels of future planning, projecting, and budgeting.
- Transparent and accountable.
- Must be timely in executing sensitive documents, requests (PRA), accounting, reporting, compliance requirements, and all communications.
- Accurate fiscal abilities and the behavior to recognize and fail quickly, then correct.

- Must be able to manage independently and have the experience to understand and utilize surrounding resources.

Experiences Required / Desired

- At least 10 years of experience with complex computer or online website systems.
- At least 10 years of management experience with staff.
- At least 5 years of experience with asset management/property management.
- At least 5 years of experience with basics in financial management to include accounting principles for AR, AP, payroll, various P & L statements, budget to actuals, balance sheets, budgeting, and financial reviews.
- At least 5 years of experience in professional training & development.
- At least 5 years of experience in professional recruitment.
- At least 3 years of experience with creating systems of self-discipline and empowerment of staff.
- At least 3 years of experience working for a Board or Executive Management team.
- At least 5 years of experience in public facing situations and responsibilities.
- Marketing & public relations experience is a strong asset. While marketing is not a strong requirement, the experience of public relations is, and having at least one year of experience will be beneficial.
- Proven ability to manage multiple facets of business at all levels of vision. Whether it be high level planning and projections at 30K feet, mid-level or street level management, the ED must be able to be visionary from multiple levels of engagement.
- Experience in managing varied positions within a company that includes different skill sets and job descriptions.
- At least 3 years of experience in short, medium and long-term visionary goal planning.
- Experience in incorporating staff for planning, problem-solving, and project management and execution.

Compensation and Benefits

- This is a permanent, full-time exempt position.

- Salary range is: \$60,000 - \$90,000 per year (depending on experience) plus reimbursable expenses such as materials and travel outside of normal duties at the main Port office.
- 100% paid healthcare for employees only (medical, dental and vision).
- \$40/month mobile phone stipend.
- Position is eligible for enrollment in the Port's Deferred Compensation Program (DCP) through the State with a 3% Port match. Eligibility will begin after 90-day probation period.
- Sick Leave (1 hour accumulated for every 40 hours worked).
- Vacation (80 hours annually, prorated).
- 11 Paid Holidays.
- Application Information
- An application should include:
- A resume that reflects your relevant experience.
- A cover letter with comments on why you believe you are suited for this position.

ALL INFORMATION WILL BE STRICTLY CONFIDENTIAL

- Application materials can be emailed to executivedirector@portofcoupeville.org. All applicants will be subject to pre-employment screening and verification of information.
- All application materials must be received no later than 4:00 p.m. on Tuesday, March 3, 2026.
- Interviews are tentatively scheduled for March 23rd through March 27th, 2026, with a potential second round of interviews scheduled on April 6th, 2026. Selection anticipated on April 6, 2026, after an Executive Session Discussion.
- Anticipated start date is April 13, 2026.