



Thank you for your interest in serving the community as a Port of Othello Commissioner.

To be considered, your application must be completed and received at the Port of Othello or emailed to chris@portofothello.com **no later than 5:00 pm on Thursday, May 31, 2018**. Applications received after the deadline will not be accepted. Additional written information after this date will not be accepted, unless requested by the Port of Othello Commission.

Please submit the following items to be considered for the position:

- A cover letter (**1 page**) indicating your interest and general qualifications for the position
- A resume of **no more than 2 pages**

The application and any correspondence should be addressed to:

Chris Faix
Executive Director
705 E. Hemlock St.
Othello, WA 99344
chris@portofothello.com

Commissioner Eligibility, Requirements & Public Disclosure

To be eligible to be appointed to the Port of Othello Commission, you:

- Must be a resident within District 3 of the Port of Othello district boundaries (see page 3); and
- Must be a registered voter in Adams County.

If you hold, participate in or are involved in any contract(s) with the Port of Othello, please explain your involvement in your cover letter. If you hold any other elected public office or are appointed to another board, please state what office and where in your cover letter. Please page three for the District 3 Boundaries. You may also confer with the Adams County Auditor.

Please Note that:

- Once a Commissioner application is filed with the Port of Othello, it is a public record available to the public.
- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission (www.pdc.wa.gov).

Duties of a Port Commissioner

A port commissioner is elected by the public and serves as a member of the port commission for a six-year term. This appointment would fill the vacancy of District 3 thru November 2019. At that time the position would be filled via election for the remainder of the District 3 term which expires in December 2021.

The Port of Othello encompasses 182 square miles in the panhandle of Adams County. The Port owns the Othello Municipal Airport, the Bruce Water System and commercial property on Broadway. Also, with the goal of industrial development resulting in population expansion and job creation, the Port purchases, develops, sells and leases land within the boundaries of the port district.

The port commission is primarily responsible for:

- **Planning, Goal Setting, Evaluation**
The port commission helps plan the port's future, and then guides the port's activities in that direction. This planning process involves the port commission, executive director, port staff, customers and citizens/voters. The process usually includes identifying a port's mission and goals, and developing strategies to achieve them. The port commission is ultimately responsible for evaluating and updating the planning process.
- **Port District Policy Making**
The port commission develops and adopts port district policies and governs operations. For example, developing guidelines for long-term economic development, establishing positions and employment policies, and adopting budgets.
- **Budgeting**
The port commission approves and adopts an annual budget. Some of the key budget decisions include authorizing and adopting tax levy amounts, adopting policies, and disposing and distributing supplies, property, and equipment.
- **Designating the Port's Executive Director/Manager**
The port commission is responsible for recruiting, hiring and evaluating the performance of the port's executive director. The commission delegates responsibility to this port administrator, then respects that delegated authority.

Required attendance at regular Port Commission meetings, which are held on the second and fourth Tuesday's at 9:00 am. Meetings typically run two hours. From time to time, Port of Othello Commission Chairman may call special Commission meetings to handle Port business. Commissioners represent the Port Commission at various community functions. These various meetings and functions occur normally during the evenings, but may also occur occasionally on weekends, and during week days.

Per RCW 53.12.260, Port Commissioners are paid \$114 per meeting up to 96 meetings per year. Total annual compensation is not to exceed \$10,944.

Information on the legal authority of Port districts and the role of Port Commissioners is available through Title 53 of the Revised Code of Washington Chapter, Municipal Research and Services Center (MRSC), Washington Public Ports Association (WPPA), or our website at www.portofothello.com.

PORT OF OTHELLO DISTRICT No. 3 (Othello voting precincts #2, 3 and 5)

