



WASHINGTON

**EXECUTIVE DIRECTOR**

**\$90,000 - \$140,000**

*Plus Excellent Benefits*

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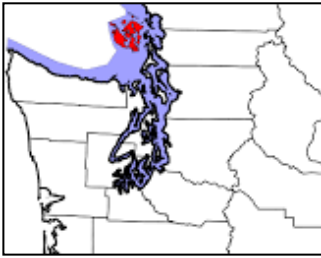
**May 5, 2024**

*(First Review, Open Until Filled)*

***PROTHMAN***



**THE COMMUNITY**

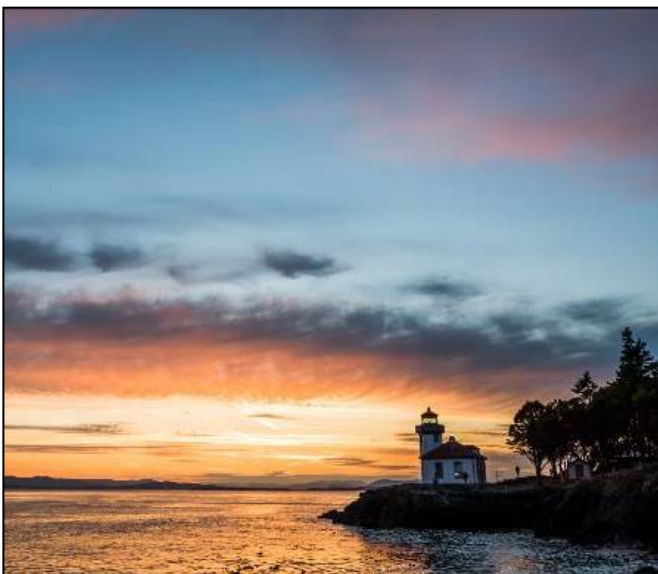


Located in the north-west corner of Washington State surrounded by the vast waters of the Salish Sea sits San Juan County; home to roughly 18,600 residents and the famous

San Juan Islands. The County and its waterfront wonders are just a scenic ferry ride away from the Washington State mainland to the west side of Skagit and Whatcom counties and just east of lower Vancouver Island, Canada. The area enjoys roughly 300 days of sunshine throughout the year and half the rainfall of Seattle, thanks to the rain shadow effect of the Olympic Mountains. The area is one of the best places in the world to see orca whales and is an outdoor enthusiast's dream. Many citizens seeking a slower, rural pace of life make the San Juan Islands their home.

San Juan County covers 174 square miles of land and 447 square miles of water, and most of the population lives on the four largest islands; Orcas Island, San Juan Island, Lopez Island, and Shaw Island. The Town of Friday Harbor located on San Juan Island serves as the county seat and the only incorporated town within the County.

The horseshoe-shaped Orcas Island, known by locals as "the gem of the San Juans," is a magical mix of arts and culture, lush forests, driftwood-strewn beaches, pristine lakes, distant views of Mount Baker, and endless outdoor possibilities.



Most of Orcas Island's 57 square miles are rural and hilly, which creates a pleasure for drivers and an exciting challenge for cyclists, with curving roads that wind through forests past artists' studios and fields with old apple barns. The 5,252-acre Moran State Park boasts rugged old-growth trails that lead to expansive marine vistas from the summit of Mount Constitution, where visitors and residents can hike, bike, swim, and ride horses. Residents enjoy farm to-table restaurants, galleries, shops, guided kayak trips, whale-watching tours, fishing and sailboat charters, and searching for wildlife. This vibrant community is among the state's most beautiful and safe, boasting an economy driven by tourism, agriculture, logging, and fishing. Here, residents and visitors alike are on "island time." They enjoy a quiet, laid-back lifestyle, the tight-knit feel of a rural community, and practically no traffic.

The Islands are served by the Washington State Ferry system and receive visitors year-round from all over the world traveling to witness the beauty of the Islands, and visit the nearest popular centers such as Seattle, and Victoria and Vancouver, British Columbia. In addition to the ferry system, County residents move about in personal boats and planes. San Juan Island is home to Friday Harbor Airport and Roche Harbor Airport, and both Orcas Island and Lopez Island have airports of their own, including the Airport owned by the Port of Orcas. Kenmore Air provides service direct from Seattle and Everett, and public and private marinas dot the County. As improvements in connectivity to the mainland continue to grow, so does the County's population. In addition to tourism, construction, and service industries, San Juan is seeing a rise in small businesses and remote workers interested in the islands' natural beauty and relaxed atmosphere.

## THE PORT

The Port of Orcas is a public port district established in the late 1950's. The Port is governed by an elected five-member Board of Commissioners who provides oversight of the Port, and delegate Port operational authority to the hired Executive Director. As one of 75 ports in Washington State, the Port of Orcas operates Orcas Island Airport, a day use park, and maintains wetlands within Port property. Operations conducted at the airport include general aviation, commercial passenger and freight, tourism, and emergency air medical services. The airport sees close to 30,000 take-offs and landings each year. The Port of Orcas is funded through property tax, operations revenue, and state and federal grants, and functions on an annual budget between \$1.1 million and \$3.5 million, with a 2024 operating budget of \$655,000, and a capital improvement budget between \$500,000 and \$3 million. The Port functions with a total of 1.5 FTEs, the Executive Director, and a Finance Manager and a Facilities Manager that both report to the Executive Director.

## CURRENT & UPCOMING PORT PROJECTS

- Stormwater Drainage.
- Wetland assessment, mitigation, monitoring, and maintenance.
- Hangar development.
- Upgrading of lighting, navigation, and other airport systems.
- Upgrading of airport fuel systems.
- Installation of island-wide EV charge stations (approximately 25 sites).
- Runway, Taxiway and Apron Rehabilitation.

## THE POSITION

Working under the direction of the Board of Commissioners, the Port's Executive Director is responsible for managing the safe, effective, and prudent operation of the airport on behalf of the Orcas Island community. Orcas Island airport has all the benefits and detriments of being a short walk to the village of Eastsound, making it a popular destination for northwest pilots and contributing to the economy of shops, hotels, tourist activities and restaurants.

To review the main responsibilities of the Port's Executive Director please click [here](#).



## The Port of Orcas is seeking an exceptional candidate who:

- Prioritizes safety above all else in every decision and action.
- Is capable of adeptly managing budgets exceeding \$1 million, ensuring efficient and effective use of resources.
- Experienced in leading and motivating a dedicated team of professionals towards achieving common goals.
- Willing to operate within the strategic framework set by the Port Commissioners, contributing to the overarching vision and direction.
- Possesses a genuine passion for innovating and promoting new ideas to enhance airport operations and services.
- Is enthusiastic about hands-on involvement in day-to-day operations, demonstrating a proactive and engaged approach to management.
- Is articulate and confident in public speaking, capable of effectively communicating with diverse audiences to represent the airport positively.
- Is proficient in Microsoft Office Suite and other essential PC software, facilitating efficient administration and communication.
- Skilled in interpreting project plans, schedules, and specifications, with a keen interest in collaborating with contractors on airport improvement projects.
- Exhibits a balance between independent initiative as a manager and collaborative teamwork, ensuring a cohesive effort in airport operations.
- Enjoys interacting with the public, pilots, regional airlines, emergency transport companies, the FAA, and commercial users of the airport, consistently demonstrating respect and understanding.
- Has a passion for aviation, finding joy in the sight of airplanes and helicopters taking off and landing, appreciating the unique perspective offered by the airport environment.

**THE IDEAL CANDIDATE**

The Port is eager to find an Executive Director that (1) has experience managing two to three employees; (2) has experience and/or education in airport management and airport operations, including a proven work history of airport operations, such as experience in dealing with outside agencies, and regulatory management; (3) has strong knowledge of FAA compliance and regulations along with a familiarity of working with the FAA; (4) possesses a solid budget and financial background; (5) and is someone who is a "self-starter" and ready to "run the show" for the Port.

Candidates must live on or be willing to relocate to Orcas Island and be able to work a standard Monday through Friday 40-hour week to perform the necessary desk duties, and be readily available for airport urgencies. Candidates are required to possess a Washington State driver's license or be able to obtain one by time of hire. A pilot's license and strong interest in aviation is a bonus!

The Port is looking for a candidate who not only meets these qualifications but is also excited to bring their skills and passion to the team and contribute to the success and growth of the airport.

Any combination of education or experience that displays the necessary knowledge to perform this position may be considered.



**COMPENSATION & BENEFITS**

- **\$90,000 - \$140,000 DOQ**
- Holidays: 10 paid holidays.
- Medical, Dental, Life Insurance: Employees receive a stipend in addition to their base pay to cover 90% of the premium.
- Retirement: The district participates in Washington State PERS.
- Paid Sick Leave: Accrued at 1 hour for every 40 hours worked.
- Paid Vacation: 0-3 years @ 15 days; 3-7 years @ 18 days; 7+ years @ 21 days.



**For more information on the Port of Orcas, please visit:**

**[www.portoforcas.com](http://www.portoforcas.com)**

The Port of Orcas is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 5, 2024** (First Review, Open Until Filled.) Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "**Open Recruitments**", select "**Port of Orcas, WA – Executive Director**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



**[www.prothman.com](http://www.prothman.com)**

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