

Office & Legal Manager

Position Announcement

The Port of Everett is a natural deep-water port located on Port Gardner Bay at the mouth of the Snohomish River. Originally formed by the citizens of Everett in 1918, the Port has a long history of providing marine-related services and public access to the waterfront. Over time, the Port has evolved into a modern, diversified enterprise that handles containerized, breakbulk and bulk cargoes; manages recreational marinas; owns and manages landside development projects; maintains environmental management programs and projects; and provides public access to waterfront trails, docks and beaches.

The Port of Everett is seeking to fill the position of Office & Legal Manager in the Port's Executive Office. The ideal candidate will be professional, knowledgeable, organized, highly ethical, and committed to the mission of the Port and the interests of the community.

The Manager will be responsible for the following:

Office Management

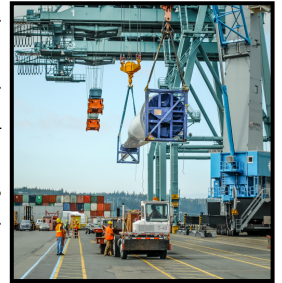
- Manage the administrative support functions of the Port's administrative office, including direct support of the Executive Director and Port Commissioners.
- Supervise, mentor and train the Executive Office support staff.
- Assist in the development of the Executive Department annual budget.
- Work closely with Port management, ensuring that the Port operates within the legal requirements.
- Act as Custodian of Corporate Records.

Legal Support

- Provide professional paralegal support, including: preparations for hearings and Commission meetings, investigating and analyzing



legal claims, identifying applicable laws/judicial decisions, assisting in preparation of legal documents, etc., making referrals to Port Counsel as appropriate.



- In collaboration with Port staff, manage contract execution processes and provide oversight of the legal and business review of contracts and agreements (referring to Port Counsel as appropriate), answering staff legal questions in coordination with Port Counsel, and manage the signature process, including facilitation of revisions, review and approval of contractual documents.
- Provide professional paralegal support for lawsuits and environmental clean-up projects, drafting, issuing and managing internal litigation holds as necessary.
- Working with Finance staff, manage the claims process for third party liability claims.
- Maintain a calendaring system for due dates relating to the Port's legal issues, i.e., response deadlines, filing deadlines, court dates, etc.
- Provide notary services as requested.

Commission Support

- Manage the development of commission meeting agendas and packets, and publication of public meeting notices.
- Manage the publication process of agendas and Public Notices in conformance with applicable law.
- Coordinate and attend Port Commission, IDC Meetings, and Commission retreats taking, drafting and publishing minutes and resolutions.
- Coordinate or assign Commission projects, events, and special requests as necessary.
- Maintain responsibility for the reporting requirements of jurisdictional information on behalf of members of the Port District's governing authority to the



Office & Legal Manager, cont.

Snohomish County Auditors Office and the Washington State Public Disclosure Commission.

- Support the Commission and Port staff on the development of redistricting as required by law.

Public Records/Public Meetings

- In conjunction with Port legal counsel, develop and implement public records policies and procedures.
- Manage the Port's Public Records Request process for purposes of documenting, monitoring, and responding to all public records requests in accordance with Commission policy and statutory requirements.
- Assure that the Port remains in compliance with the Washington Open Public Meetings Act.
- Maintain certified Public Records Officer (PRO) status and all qualifications to be the Port's designated PRO.

Required Qualifications:

- Five (5) years' experience in managing the administrative functions of a mid to large size business office.
- Ten (10) years' paralegal experience, including working with contracts, agreements, corporate governance and/or litigation.
- Ability to achieve and maintain certification as a Public Records Officer (PRO).
- Ability to obtain a Transportation Worker Identification Credential (TWIC).
- Possess, or have the ability to possess, a Washington State notary license.
- Possess a valid driver's license.
- Ability to maintain strict confidentiality.
- Possess effective conflict resolution and personal negotiation skills.
- Possess excellent time management, organization and planning skills.
- Ability to maintain high ethical standards in the execution of position responsibilities.
- Ability to communicate effectively in English, including the ability to read, write, analyze and interpret complex documents

and other written material.

- Ability and willingness to respond to evening, night and or weekend concerns/needs as required to fulfill position responsibilities.
- Advanced personal computer skills.



Preferred Experience:

- Experience working with public boards or commissions and community groups.
- Experience in managing public records requests.
- Experience supervising union support staff.

Preferred Knowledge, Skills & Abilities:

- Bachelor's Degree in Business Administration, Communications, or a related field.
- Graduation from an accredited paralegal program.

Application Procedure

Please submit a resume, a cover letter specifically addressing qualifications, and the names and contact information of three (3) references to:

Liz Olson, Human Resources
PO Box 538
Everett, WA 98206

E-mail: lizo@portofeverett.com

This position will remain open thru August 5, 2019. This is an exempt position with a hiring salary range from \$80K-\$86K, DOE. Benefits include medical, dental, life, disability, PERS retirement and paid leave.

Please note that incomplete and/or late applications will not be considered.

