



Job Summary

This position is the organization-wide liaison between elected officials and staff who are seeking authorization, presenting information and/or responding to policy direction as it pertains to the Managing Members (MM) or the Commission.

The Commission Records Specialist manages the public meetings of the Northwest Seaport Alliance, Port of Tacoma, and its committees in compliance with statutory requirements including compiling and publishing meeting agendas and notices, recording and producing minutes of meetings, lifecycle management of records of the MM or Commission, logistics coordination for public meetings, and publishing of updated MM or Commission policy documents and applicable instructional materials.

Note: Whenever "Commission" is stated, it shall refer to both Managing Members of the Northwest Seaport Alliance and the Port of Tacoma Commission.

Primary Functions

- Communicates directly with elected officials, senior executives, directors, department managers, project managers, and administrative staff throughout the Northwest Seaport Alliance and Port of Tacoma to convey the Commission's expectations for its public meeting materials and to gather request and presentation information for the Commission that is relevant, complete, and transparent.
- Prior to presentation to the Commission, reviews agenda materials (action memorandums, briefings, presentations, exhibits, etc.) for completeness and transparency; makes revision recommendations directly to authors that appropriately address the Commission & MMs policy issues and for the benefit of the public record. Revises and publishes instructions and templates that facilitate creation of understandable, complete, and accurate agenda materials.
- Coordinates creation, distribution, retention, and disposition of records of the Commission, particularly public meeting records, consistent with legal requirements and best practices. Manages the Commission's public meeting records in compliance with RCW 53.12. Commission records inform the operational and policy development work of the alliance and port over time. This position maps action of the Commissions by indexing Commission records for reference and collaboration. In doing so, it builds an ongoing historical context for official actions of the NWSA and Port of Tacoma.
- Oversees the Commission public meetings process, including meeting preparations, coordinating assisting with audio/visual equipment setup, distribution of legal notices, meeting room set-up, calendaring of meetings for participants, and coordinating logistics for certain ceremonial activities. Attends Commission public meetings to provide administrative support and to ensure the recording of meetings. Administers and is accountable for the Port's open public meeting process (RCW 42.30) for the Port Commission and its committees. Composes meeting minutes of the NWSA and its committees for approval in public session.
- Performs other related duties as assigned.



Posting Period

March 9, 2017 –
Open Until Filled

Compensation

Starting salary range is
\$4,796/mo - \$6,234/mo, DOQ
(Represents min to mid of range)

Benefits

The alliance offers an superior benefits package, including coverage for medical, dental, holiday and other paid time off, retirement, life and disability insurance, and other perks.

Location

South Harbor (Tacoma)

FLSA Status

Non-Represented (Exempt)

Department

Executive



hr@nwseaportalliance.com

Required Education & Experience

Minimum education required is Bachelor's Degree with emphasis in business, English, public administration, library science, political science, history, records management, or a related field. Must be able to obtain Washington Notary Public. International Institute of Municipal Clerks (IIMC) certification (Certified Municipal Clerk), paralegal training, or similar professional certification is preferred.

Must have minimum of 5 years of administrative support experience with progressive responsibility providing support to elected officials or executives in a public agency, a high degree of public contact in the role of a decision-maker, records management experience, and legislative experience. Previous employment at a port or in a municipal clerk's office is preferred.

Ideal Candidate

The desired candidate will have knowledge of applicable best practices informed by the requirements of the Washington Open Public Meetings Act statutes concerning operation of Washington port districts, Northwest Seaport Alliance and Port of Tacoma policies and procedures, Port Commission bylaws and related committee charters, common parliamentary practice, the Washington Public Records Act, generally accepted records management principles, and Washington records retention requirements. An awareness of external issues and conditions of special interest to the Port that may be discussed in or affect Commission public meetings is essential. Excellent verbal and written communication skills, customer service skills and the ability to communicate positively with diverse work groups and individuals is required. Must have the ability to engage staff in improvement of Commission meeting processes and preparation of reliable, high-quality meeting documentation. Proficiency with Microsoft Office, SharePoint, Adobe Acrobat, and other relevant software applications used by the Port is necessary, as is use of web-based resources for research, storage and retrieval of Commission records. Advanced research skills are essential for this position. Experience setting up and troubleshooting audio/visual equipment is preferred.

This individual must demonstrate a caring customer service attitude, a strong commitment to operational excellence and be able to display behaviors and a commitment to the organization's core values. We value an individual who also brings an impeccable work ethic, is honest and models a high level of integrity. The alliance wants candidates who display enthusiasm, energy and a drive to succeed. Under the direction of the Chief Executive Officer the organization's culture is built on the following values: Integrity, Customer Service, Competitive Spirit, Courage, Sustainability and Collaboration. The alliance seeks candidates who can align and model these values both internally and externally and understand what it means to carry out these values in their everyday work.

Benefits

As an employer of choice, The Northwest Seaport Alliance is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the alliance also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a employer-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. Our excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

Employment Eligibility

In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to employment. The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer substance abuse test (includes both drug and alcohol) and background investigation. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed [here](#).

Application Process

All applicants must complete an application online at <https://careers.nwseaportalliance.com>. All applications must be submitted on or prior to the closing date. Only applications meeting the qualifications based on the information provided may be considered for an interview. Inquiries should be sent to hr@nwseaportalliance.com.

(The conditions of employment for this position are "At-Will" which means that either the alliance or an employee can terminate the employment relationship at any time and for any reason not prohibited by statute. No supervisor, manager or director of the alliance, other than Chief Executive Officer, has the authority to alter these employment conditions.)

About The Northwest Seaport Alliance

The ports of Tacoma and Seattle joined forces to unify management of their marine cargo facilities and business to strengthen the Puget Sound gateway and attract more marine cargo and jobs for the region. The Northwest Seaport Alliance is the third-largest container gateway in North America. It is the first alliance of its kind in North America. Located in the Pacific Northwest in Washington State, the alliance offers shorter U.S.-to-Asia transits, as well as a deep connection to Alaska. The alliance is a major center for containers, bulk, breakbulk, project/heavy-lift cargo, automobiles and trucks. It is connected to the second-largest concentration of distribution centers on the West Coast.

THE NORTHWEST SEAPORT ALLIANCE IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.