



2021 Executive Recruitment

Commission Briefing
February 23, 2021



The Proposed Process

Jan. Commission Meeting:

- ▶ *Finalize Recruitment Brochure- 1/28/20*
- ▶ *Post Job Opening- ASAP- posted 1/29/20*
- ▶ *Open until filled*
- ▶ *First review:*
 - ▶ 3 weeks after posting- Commission has applications



Timelines

- ▶ This week finalize Advertisement- **Done**
- ▶ By Feb 5th Post Job- **Done**
- ▶ No later than Feb 25th First Cut off for Review - **Done**
- ▶ March- review and short list, potential 1st round of interviews.
- ▶ April - Review process and Determine next steps



Advertising

- ▶ American Association of Port Authorities - fee
 - ▶ Washington Public Port Authorities - free
 - ▶ Port Website- free
 - ▶ Linked In - fee
 - ▶ Others?- free / fee based
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- ▶ Application Tracking Software (ATS) will also post to free job aggregators usually go live on the aggregators' feeds within 24 to 48 hours.
 - ▶ In general, the majority of jobs submitted to job boards are 30-day listings, especially for the free job aggregator boards. After this period ends, boards and aggregators will drop the job from their feed unless you republish the job.

Advertising- Port focused

Visit the AAPA Career Center for Current Port Employment and Business Opportunities

[Executive Director](#), Port Angeles, WA; Port of Port Angeles

[DART – CEO](#), Dallas, TX; Dallas Area Rapid Transit (DART)

[Manager, Talent Relations and Engagement \(Human Resources\)](#), Long Beach, CA; Port of Long Beach

[Port Director](#), Portage, IN; Ports of Indiana

[Police Officer](#), Corpus Christi, TX; Port Corpus Christi Authority

[Records Manager](#), Corpus Christi, TX; Port Corpus Christi Authority

[Project Manager/Engineer](#), Vancouver, WA; Port of Vancouver USA

[Chief Operations Officer](#), Tacoma, WA; The Northwest Seaport Alliance

[Research Assistant Professor](#) – Department of Logistics and Maritime Studies, Hong Kong, China; Hong Kong Polytechnic University

[Learn More...](#)

Advertising - Diversity



Designed to maximize the diversity recruiting capabilities

- Minority & Veteran Owned

The Workplace Diversity Network offers employers the chance to maximize their recruiting efforts by posting to a single network of established diversity job boards.

By posting a position to the Workplace Diversity Network, position appeared on six diverse job boards.

The job boards include

- AllDiversity.com,
- HispanicDiversity.com,
- DisabilityConnect.com,
- VeteransConnect.com,
- LGBTConnect.com,
- and the largest board WorkplaceDiversity.com.

Tracking Tools

- ▶ **Stand-Alone Applicant Tracking System** [SmartRecruiters](#)
- ▶ This software has a free version for less than 10 job postings per year. (SmartStart)
- ▶ This gives us a dashboard to track the applications and where each application is in the process.
- ▶ Applicants followed the link to the [SmartRecruiters](#) website and uploaded their resumes and documents
- ▶ For those applicants that submitted without using the [SmartRecruiters](#) website, their resumes and additional documents into the software.
- ▶ Additional services can be purchased such as assessments, etc.

Candidate Pool

- ▶ Geographic Diversity
 - ▶ WA
 - ▶ West Coast
 - ▶ Mid- America
 - ▶ East Coast
 - ▶ Canada
- ▶ Gender Diversity - limited, reflects the Port industry
- ▶ Experience:
 - ▶ 50% Port / Maritime experience
 - ▶ 35% Business Development
 - ▶ Very Diverse Backgrounds
 - ▶ Maritime, Real Estate Development, Military, Professors, Lawyers

Balancing Confidentiality with Transparency



Transparency of the Process while honoring the confidentiality of the applicants until the finalists are selected.

The ideal candidate must have:

- ▶ Extensive economic and/or business development experience and must have strong real estate knowledge and be able to negotiate complex leases and contracts relating to port properties.
- ▶ Strong strategic thinker with a high-level understanding and experience in the maritime, aviation, manufacturing, timber or commercial real estate sectors is highly desirable.
- ▶ A demonstrated history of success in fostering economic activity and growth, through initiative, innovation and collaboration is an essential requirement.

The ideal Executive Director candidate will:

- ▶ Be experienced in working directly with an elected board or governing body.
- ▶ References will describe him/her as a trusted advisor to the Commission who works collaboratively with them and other stakeholders to energetically and effectively carry out the Port's mission, plans, goals, and day-to-day operations.
- ▶ He/she will demonstrate an entrepreneurial spirit by identifying non-traditional ways to generate revenue, investment capital, and maximize the financial potential of existing port assets while being highly responsive to the public, Port tenants, stakeholders and staff.

- ▶ We value an individual who also brings an impeccable work ethic, is honest and models a high level of integrity.
- ▶ The organization's culture is built on the following values:
 - ▶ Leadership,
 - ▶ Stewardship,
 - ▶ Integrity,
 - ▶ Excellence,
 - ▶ Accountability and
 - ▶ Transparency.
- ▶ The Board 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.

Discussion of Next Steps



Next Steps?

The Commission has access to all applications.

- ▶ Each Commissioner can submit a list of their top 5 candidates for further consideration.
- ▶ We can review the applications against the criteria set out in the Brochure
 - ▶ Place applicants into groups as to how well they fit selection criteria.
- ▶ Next Steps may be video interviews.

What is the pleasure of the Commission?



Discussion of Next Steps?



Final Question

Do we want to extend our Advertisement on AAPA? (currently expires 2/28/21)

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