



## Commission Meeting

*Topic: Commission Administrative Liaison – Position Approval*

**Date of Commission Meeting:** February 8, 2010  
**Location of Meeting:** LOTT Board Room

**Type of Action Requested:**

- Action (Advisory on January 11, 2010)
- Resolution
- Advisory

**Presented By:** Commissioner George Barner

**Business Unit or Department:**

**Director:**

**Description/Background:**

Commissioner Barner presented a proposal to hire a Commission Administrative Liaison to support the Commission on January 11, 2010. He also presented a draft job description for consideration.

**Recommended Action:**

Commission discussion and direction.

**Attachments:**

Draft Job Description for Commission Administrative Liaison

**Executive Director Approval:**

Title:

Port Commission Administrative Liaison

Full time employee w/benefits (or Contract Position until budgeted)

Job Description:

- Provide administrative assistance in support of the Port Commission
- Provide office support/coordination for direct citizen contact and response on a daily basis
- Provide Port Commission staff support to the Port Advisory Committee, community outreach workshops or meetings as directed
- Assist in Port Commission public relations as directed by the Port Commission
- Serve as the Port Commission liaison with the public, tribes, neighborhood associations, community groups and organizations to address issues and concerns and report directly to the Port Commission, advise staff and assure follow-up and reporting
- Serve as liaison with the WA Public Port Association, Legislature, government agencies, ILWU Local 47, county and local jurisdictions to provide representation, monitoring and reporting
- Assist in development of economic opportunities and job creation, working as directed by Port Commission with senate and congressional staff, Thurston County EDC, Thurston Regional Planning Council, WA Department of Commerce and local business community
- Communicate Port Commission priorities in budget development with Executive Director and Financial Director
- Attend all Port Commission Meetings, Hearings and Work sessions
- Meet with Directors, Staff as directed by Port Commission
- Be available to assist Executive Director as directed by Port Commission on special projects