



**THE NORTHWEST
SEAPORT ALLIANCE**
Gateway to Solutions
nwseaportalliance.com

Commission Clerk & Records Specialist– Recruitment #584

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 or the alliance. Manages the public meetings of the Northwest Seaport Alliance and its committees in compliance with statutory requirements. Provides executive administrative support to the NWSA General Counsel.

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 alliance's expectations for its public meeting materials and to gather request and presentation information for the alliance that is relevant, complete, and transparent.
- Prior to presentation to the Managing Members, prepares agendas and meeting notices, reviews agenda materials (action memorandums, briefings, presentations, exhibits, etc.) for completeness and transparency; makes revision recommendations that appropriately address the MM's 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. Has ownership and responsibility for the production of all materials for the public meeting and for the logistics and details involved in coordinating the meetings of the Managing Members.
- Responsible for the Managing Members' public meetings process, including meeting preparations, distribution of legal notices, meeting room set-up, calendaring of meetings for participants, and coordinating logistics for certain ceremonial activities. Attends Managing Member public meetings to provide administrative support and to ensure the recording of meetings. Administers and is accountable for the alliance's open public meeting process (RCW 42.30) for the NWSA Managing Members and their committees. Composes meeting minutes of the alliance and its committees for approval in public session.
- Coordinates creation, distribution, retention, and disposition of records of the NWSA, particularly public meeting records, consistent with legal requirements and best practices. Manages the alliance's public meeting records in compliance with RCW 53.12.
- Provides executive-level administrative and paralegal-type support to General Counsel. This may include management and production of records, intake of new matters, litigation tracking, drafting and preparation of documents (both initially and during revisions and negotiations), contract and agreement routing, tracking expenditures, calendaring.

Required Education & Experience

Bachelor's degree in liberal arts, business administration, records management, or a related field required. An additional four (4) years of relevant experience may substitute for a bachelor's degree. Must be able to obtain Washington Notary Public designation. IIMC Certified Municipal Clerk, paralegal training, or similar professional certification is preferred.

A minimum of two (2) years' experience providing administrative support to elected officials or executives in a public agency, law firm or legal department is required, as is records management experience. Previous employment at a port, government entity, or in a municipal clerk's office is preferred.



Posting Period

August 24, 2022 –
Open Until Filled

Compensation

Starting salary range is
\$5,735-\$7,238/mo, DOQ

Benefits

The alliance offers a 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) or
North Harbor (Seattle)

FLSA Status

Non-Represented (Exempt)

Department

Executive



hr@nwseaportalliance.com



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Ideal Candidate

Though this position does not supervise, the person in this role is expected to be a leader in the organization, must be able to work independently, manage tight deadlines, and coordinate meeting logistics and materials among multiple departments. This position requires knowledge of applicable best practices informed by the requirements of the Washington Open Public Meetings Act statutes, the Washington Public Records Act, generally accepted records management principles, and Washington records retention requirements. The successful candidate will have a high degree of confidentiality and ability to meet required deadlines.

Excellent verbal and written communication skills are required, including mastery of professional writing skills, proofreading and document formatting, ability to manage multiple versions of documents through redlining and revision, excellent grammar and spelling, and assertive, collegial interaction with staff at all levels. Must have extensive experience and high-level skills in Word, Excel, PowerPoint, and Teams, and have experience with collaborating on materials in a shared environment (OneDrive or SharePoint).

This individual must demonstrate a caring customer service attitude, a strong commitment to operational excellence, and dedication to the organization's core values. The Port/NWSA seek candidates who will embrace and model these values both internally and externally, and who understand what it means to carry out these values in their everyday work. We value individuals who also bring an impeccable work ethic, honesty, and integrity, and who consistently exhibit enthusiasm, energy, and a drive to succeed.

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 premiums and full coverage for employee, spouse, and all eligible dependents. In addition, the NWSA also offers vacation, twelve paid holidays, sick leave, bereavement leave, paid parental leave, participation in the Washington State Public Employees' Retirement System (PERS) and a NWSA-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The NWSA's benefits package is valued between 45%-55% of base salary.

Employment Eligibility

The NWSA has implemented a mandatory COVID-19 vaccination policy to safeguard the health of Port employees, their families, and the public we serve, as well as to meet the requirements of Executive Order 14042, which requires federal contractors like the NWSA to adopt and enforce a mandatory vaccination policy. Effective 12/8/2021 the federal mandate and Port policy have been suspended due to a federal court injunction until further notice.

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://www.governmentjobs.com/careers/nwseaport>. All applications must be submitted on or prior to the closing date if one is listed. Only applications meeting the qualifications based on the information provided may be considered for an interview.

(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.)

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