



Application For Appointment To Port of Clarkston Commissioner District 1

Thank you for your interest in serving the community as a member of the Port of Clarkston Commission.

This position is open until filled. The timeline for filling the Commission vacancy is as follows:

Friday, August 3, 2018: Deadline - Applications due to the Port of Clarkston by 2:00 pm

Monday, August 6, 2018: Candidate interviews (Special Meeting, open to the public) and potential decision

Thursday, August 9, 2018: Regular meeting with back-up interviews, if necessary, decision possible if not determined on August 6; possible first meeting of appointed official.

To be considered, your application must be completed and received by the Port of Clarkston as listed below **no later than 2:00 pm on Friday, August 3, 2018**. Applications received after 2:00 pm will not be considered for the first round of interviews. Additional written information after this date will not be considered for the first round of interviews, unless requested by the Port of Clarkston Commission.

Please submit the following items to be considered for the position:

- Application (see page 3)
- A cover letter (**1 page**) indicating your interest and general qualifications for the position
- A resume of **no more than 2 pages**
- Completed answers to the Supplemental Questions of **no more than 3 pages total**

The application and any correspondence should be addressed to:

Wanda Keefer, Port Manager
Port of Clarkston
849 Port Way
Clarkston, WA 99403
wanda@portofclarkston.com
Phone: 509-758-5272

Fax (acceptable for submission): 509-758-1746

Commissioner Eligibility, Requirements & Public Disclosure

To be eligible to be appointed to the Port of Clarkston Commission, you:

- Must be a resident within District 1* of the Port of Clarkston district boundaries; and
- Must be a registered voter in Asotin County.

If you hold, participate in or are involved in any contract(s) with the Port of Clarkston, please explain your involvement in your cover letter. If you hold any other elected public office, please state what office and where in your cover letter. *Please visit call the office at 509-758-5272 to obtain a map to determine if you are in District 1. You may also confer with the Asotin County Auditor.

Please Note that:

- Once a Commissioner application is filed with the Port of Clarkston, it is a public record available to the public.
- The applications received from all candidates who meet the minimum requirements of state law, along with the answers to the supplemental questions, will be available at the Port of Clarkston office upon request by noon, Monday, August 6, 2018.
- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission (www.pdc.wa.gov).

Commissioner Duties & Compensation

The Port of Clarkston is a municipal corporation which exercises local governmental powers. The Port has a three-member Commission which acts as the Port's policy making and regulatory body. The Commission duties include adopting a plan for harbor improvements, creating industrial improvement districts, establishing user rates for port facilities, setting compensation levels and expense reimbursement for Port staff, adopting the Port budget, levying taxes, providing promotional hosting expenditures, and executing contracts. Information on the legal authority of Port districts and the role of Port Commissioners is available through the Municipal Research and Services Center (MRSC) and Washington Public Ports Association (WPPA).

The duties of a Port Commissioner will likely involve an average minimum commitment of 5-12 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Commission duties include, but are not limited to:

- Required attendance at regular Port Commission meetings, which are held on the second Thursday of each month, at 1 p.m. From time to time, Port of Clarkston Commission President may call special Commission meetings to handle Port business.
- Commissioners are expected to serve on regional boards and commissions, and to represent the Port Commission at various community functions. These various meetings and functions occur normally during the evenings, but may also occur occasionally on weekends, and during week days.
- Advise the Port Manager on long-range planning. Approve basic long- and short-range operating plans and budgets as recommended by the Port Manager in keeping with established direction, objectives, and policies.
- Decide on matters which exert major influence on the manner in which the Port's business is conducted; and in general, protect and make the most effective use of the Port of Clarkston's assets.

This position does not have a salary. Effective July 1, 2018, Commissioners are paid \$128 per meeting day, with 12-18 meetings budgeted per Commissioner per year. In addition, some compensation can occur for health insurance, up to \$550/month.

Each Candidate should come to the interview prepared to speak to the following questions:

1. Why do you want to serve on the Port of Clarkston Commission?
2. What experiences, talents or skills would you bring to the Port and community that you would like to highlight?
3. Are there any Port issues in which you have a particular interest or expertise?
4. Given the limited term of the appointment, what do you hope to accomplish as a Port Commissioner?
5. What is your understanding of Port governance and the decision-making process?

The Commission may ask additional questions of candidates during the interview.

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Applicant Information

Applicant Name: _____

Residence Address: _____

Home Phone: _____ Work Phone: _____

E-Mail: _____

Cover Letter & Resume

Please attach a one page cover letter and a resume of no more than two pages to this application.

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Commissioner for the Port of Clarkston on separate pages using no more than 3 pages total:

1. Why are you interested in serving as a Port of Clarkston Commissioner?
2. What strength(s) would you bring to the Commission?
3. Explain your current and past community involvement and/or service on city, nonprofit, or public boards, committees, task forces, or commissions and how this has contributed to the Asotin County community. Address its relevance to the position of Port of Clarkston Commissioner.
4. Is there anything else that you may wish to add that would help us get to know you a little better?

Please return this form, your cover letter, resume and answers to the supplemental questions to the Port of Clarkston at one of the communication options listed below **no later than 2:00 pm on Friday, August 3, 2018**. Applications received after 2:00 pm will not be considered for the first round of interviews.

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