



Spokane International Airport



An invitation to apply for the position of

## **Executive Director—West Plains/Airport Area Public Development Authority**

**\$90,000.00 to \$110,000 DOE**

Open until filled

The West Plains/Airport Area PDA is a partnership between the City of Spokane, Spokane County and Spokane International Airport. It includes the geographic areas of the airport plus some bordering property west, south and east of the airport. In total, the PDA encompasses 9,251 acres of public and private land. The PDA designation aligns resources and services to support targeted investments consistent with advancing the Airport Layout Plan and furthering aerospace supply-chain and other industrial development which are identified as areas for potential economic growth on the West Plains. The PDA is governed by a seven member Board.

### **Nature of Work:**

Under the direction of the Board of the Public Development Authority (PDA), the Executive Director plans, administers, organizes, coordinates, and directs the strategic growth plan for the West Plains PDA. Develops and implements long-range strategies to ensure the economic health and vitality of the PDA and coordinates with partner agencies to ensure long term, quality job and income growth in the PDA. Provides overall vision and leadership and requires independent judgment and action.

### **General Functions:**

- Performs administration, strategic direction, and evaluation of all economic development activities within the PDA
- Drives job and income growth and private investment
- Aligns partner agency and private sector resources with growth opportunities
- Ensures regional collaboration in support of job

and income growth strategies

- Directs and reviews reports, analyses, and studies that impact the economic vitality of the PDA
- Monitors programs and policies to ensure sustainable job and income growth in the PDA
- Presents and proposes programs and projects to drive economic growth
- Maintains a close working relationship partner agencies

### **Examples of Work:**

- Oversees, and directs all economic development activities of the PDA with the goal of advancing sustainable job and income growth.
- Directs the design and coordination, of economic development programs and projects, including attracting new business and retaining existing businesses, and ensures that specific projects are planned and evaluated before implementation.
- Directs the development, coordination, budgeting and evaluation of redevelopment programs and projects.
- Works with Board of Directors to develop a strategic framework to drive measurable outcomes within desired timeframes
- Coordinates economic and redevelopment projects with private and other public agencies.
- Coordinates closely with Community Development, Business Development, and Planning and Development services within partner agencies.
- Maintains and develops liaison activities with individuals, groups, various business and community organizations, and broad array of industry partners which might impact economic

- development activities.
- Assesses PDA economic development problems and opportunities and conduct gap analysis.
- Ensures that all programs meet the PDA's objectives and policies.
- Provides professional advice and assistance to business leaders and various other groups and agencies.
- Prepares and presents written materials on projects including redevelopment plans, development agreements, progress reports, and staff reports.
- Conduct negotiations with developers, including preparation of exclusive rights agreements, development agreement disposition, leases and other matters.
- Develops and implements PDA Marketing program (either working with the Board or 3rd party marketing firm/agency)
- Oversees annual operating and capital budgets and submits for Board review and guidance
- Perform related duties as required

### **Minimum / Preferred Requirements and Qualifications**

Any combination equivalent to: Bachelor's degree in Business Administration, Marketing, Finance, or related field and five years of management experience in business, economic development, downtown management, or commercial real estate, including at least two years in a supervisory capacity managing complex projects. A postgraduate degree in a major field related to community and economic development or related field may be substituted for up to two years for the required work experience

Preference may be given for advanced degree.

Professional experience that demonstrates a complete understanding of economic development issues and objectives at the regional, state and national levels.

Demonstrated senior level management/leadership & supervisory experience.

Hands on and successful experience in creating, facilitating and managing organizational change.

Demonstrated ability and understanding of the legislative process and substantive experience working in a political environment.

Preference given for experience in the following areas:

- Principles and practices of Public Administration
- Business, economic, and market forces and

- indicators
- Funding sources and methods
- Real Estate Finance
- Methods for monitoring and evaluating programs
- Principles of Management
- Bond Financing
- Community Development, Urban Planning, and Redevelopment
- Industrial Park Development and Management

### **Salary and Benefits**

The West Plains/Airport Area Public Development Authority will offer a competitive salary and benefits. The base salary for this position is \$90,000 up to \$110,000. The candidate selected for the position may be eligible for performance based compensation in the form of accelerated step increase/s based on performance and achievement of specific goals to be negotiated by the Board of Directors.

The provisions of this document do not constitute a contract, express or implied, and any provisions contained in this herein may be modified or revoked without notice.

To apply, please send a cover letter, resume, and exempt application, to Greg Kinyon, 808 W. Spokane Falls Blvd, 4th Floor City Hall, Spokane, WA 99201 or [gkinyon@spokanecity.org](mailto:gkinyon@spokanecity.org). Fax: (509) 625-6379.

#### *About the City of Spokane*

*The City of Spokane, home to more than 210,000 people, is located in the heart of the Inland Northwest. Our 2,000 employees strive to deliver efficient and effective services that facilitate economic opportunity and enhance the quality of life for all our citizens. For more information, visit [spokanecity.org](http://spokanecity.org) and follows us @spokanecity on Facebook, Twitter or Instagram.*

#### *About Spokane County*

*Spokane County government serves nearly at half million citizens and 13 municipal jurisdictions, making it the fourth-largest county in the State of Washington. For more information, visit [www.spokanecounty.org](http://www.spokanecounty.org), like us on Facebook, or follow us on Twitter.*

#### *About Spokane International Airport*

*Spokane International Airport is a 6,100 acre commercial service airport. In 2016, the Airport processed 3,234,095 total passengers and 67,375.5 tons of cargo. The Airport has an annual regional economic impact of \$725 million. The Airport is served by Alaska, American, Delta, Frontier (April 2018), Southwest, and United Airlines, as well as, FedEx and UPS. Daily nonstop service is available to Boise, Chicago O'Hare, Dallas Fort Worth, Denver, Las Vegas, Los Angeles, Minneapolis, Oakland, Phoenix, Portland, Sacramento, Salt Lake City, San Francisco, San Jose (April 2018), and Seattle as well as seasonal service to Chicago's Midway and San Diego Airports. For additional flight information, please visit [www.spokaneairports.net](http://www.spokaneairports.net) or follow us at Facebook, Twitter or Instagram.*