



 Port of  
**Lewiston**  

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**Idaho's Seaport**

**GENERAL MANAGER**

**\$100,000 - \$135,000**

*Plus Excellent Benefits*

*Apply by*

**April 10, 2022**

*(First Review, Open Until Filled)*

 **PROTHMAN**



**LEWISTON, IDAHO**



Situated at the confluence of the Snake and Clearwater rivers, Lewiston is marked by unparalleled natural beauty and outdoor recreational activities enjoyed by the city's 33,000 residents. The Lewis-Clark Valley served as an encampment on the famous Lewis and Clark Expedition in 1805, as well as the duo's return trip the following year. As a result, Lewiston, the eventual Nez Perce County Seat, was named after Meriwether Lewis.

The Lewis-Clark valley as a whole is home to nearly 60,000 residents. With mild weather and minimal average precipitation, Lewiston offers year-round golf, hiking, water-skiing, sailing, jet-boating, whitewater rafting, and world-class hunting, fishing, and camping. There are 10 state parks within 50 miles of the city, and Hells Canyon, the deepest river gorge in North America is nearby.

Lewiston is home to the Lewiston Independent School District, and four other districts are found within 20 miles. Lewis-Clark State College in downtown Lewiston boasts an annual enrollment of approximately 4,000 students and well-known programs in criminal justice, education, and nursing. LCSC recently built a new Vo tech facility near the new Lewiston High School. Just 30 miles north of Lewiston in Moscow is the University of Idaho, and just across the state line from Moscow in Pullman is Washington State University. The area is also home to Walla Walla Community College. The colleges and universities in the Lewiston region provide an excellent opportunity for professional growth, training, continuing education and enrichment.



Throughout the year, the community celebrates its rich pioneer history with cultural and community festivals, including an annual Rodeo and parade. Beautiful downtown Lewiston organizes several other outdoor events each year, including Pumpkin Palooza, and Hot August Nights; a huge event including show-and-shine topped with rock and roll. The city celebrates Veterans Day with a parade each year, and the Holiday season brings out the light display and hot chocolate at Locomotive Park, and the Snake River boat parade. As well, Lewis-Clark State College puts on Art Under the Elms in conjunction with the Dogwood Festival.

**THE PORT OF LEWISTON**

Established in 1958, the Port of Lewiston is a local municipal corporation of the State of Idaho whose primary mission is to develop and manage assets and services that stimulate job creation and trade, while enhancing the quality of life for Nez Perce County residents. The Port has a three-member Port Commission serving as the Board of Commissioners. Each commissioner is elected to serve a six-year term and represents a district within Nez Perce County. The Port of Lewiston operates with 5 FTEs on a 2022 budget of \$8,205,463.

Located 465 miles from the Pacific Ocean, the Port of Lewiston is the most inland Port on the west coast. The Columbia-Snake River system is supported by inland barge service that transports bulk commodities. The Port of Lewiston provides the largest crane and warehouse facility on the inland river system. The Lewis-Clark Terminal, a privately-owned business adjacent to the Port, provides the largest grain storage facilities on the river system.

As a multimodal and multi-dimensional municipality, the Port of Lewiston is engaged in the development of transportation and economic development projects that benefit local, regional and national stakeholders. Projects include transportation, fiber optic networks, and land development. The Port of Lewiston often partners with other economic development organizations and governmental entities as well.

To learn more about the various functions of the Port of Lewiston, please visit:

[www.portoflewiston.com](http://www.portoflewiston.com)



**THE POSITION**

Under the general direction of the Board of Commissioners, the General Manager is responsible for the day-to-day operations and ongoing management of the Port’s enterprises and facilities. The General Manager is responsible for overseeing all Port departments, including directing the development of goals, objectives, business plans, budgets and programs. This position facilitates the development and ongoing positive relationships with tenants, customers, stakeholders and community groups. The General Manager is responsible for Port marketing and educational efforts, representing the Port in various local, regional and national activities, overseeing the Port’s operating and capital budgets, implementation of Port goals and projects, and supports and directs all Port staff.

For a full job description and to understand the full scope of responsibilities of the position, please view the attachment found [here](#).



**OPPORTUNITIES & CHALLENGES**

**Opportunities:**

- Dark fiber system development in the region.
- Development of the cruise boat dock and confluence property.
- Possible future container business and transport of wind generation equipment.

**Challenges:**

- On-going debate concerning salmon recovery and dam breaching.
- USACE dredging plans.
- Freight restrictions on Hwy. 12.
- Diversifying the Port’s revenue streams.



**IDEAL CANDIDATE**

**Education and Experience:**

A bachelor’s degree or accepted experience substitution is required. In lieu of a bachelor’s degree, qualified experience of five (5) years or more in the areas listed is acceptable. Demonstrated backgrounds in property acquisition, property contract leasing/selling negotiation, industrial development/engineering, legal processes, environmental regulations, telecom, public processes and regulations, economic development, and government finance are desirable. Specific Port experience is highly valued and desirable but not mandatory.

Any combination of education and/or experience that includes financial management, business administration, collaborative leadership, and management of personnel sufficient to demonstrate the skills necessary to perform the duties and responsibilities of the position of General Manager will be considered.

Candidates must possess a valid Idaho State Driver’s License or obtain one within 30 days of employment and must meet the minimum Motor Vehicle Standards of Port’s auto insurance carrier. The selected candidate must be bondable and insurable, pass a pre-employment drug screen test that may include a medical examination, qualify for admittance into state and federal facilities, consent to a background check, and not have a criminal record.

**Necessary Knowledge, Skills and Abilities:**

- Prior experience working with Boards, Commissions, Councils or elected officials is preferred.
- The ability to read, analyze and interpret complex documents and the ability to respond effectively to sensitive inquiries or complaints.
- The ability to make effective speeches and presentations on all Port related subjects whether complex and controversial or general subjects to Commissioners, management and governmental groups, public forums and boards and decision makers.
- The ability to define problems, collect data, establish facts and draw valid conclusions.
- Competent computer skills, including a working knowledge of the Microsoft Suite of Programs (Outlook, Word, Power Point, Excel).
- The ability to read, write and effectively communicate in person, over the telephone, virtually and electronically in small and large group settings.
- The ability to operate standard office equipment, to include a computer, cell phone, multiline phone system, streaming equipment, speakers, projectors, copier, and printers.
- A capability to represent the Port of Lewiston in a professional manner.
- Demonstrated initiative, imagination and creative ability for continued development of new and improved programs and the ability to take on challenges, address and solve unique and unusual problems. The ideal candidate is innovative and open to new concepts and ideas.
- Genuinely interested, engaged and perceived as a positive contributor to the local community.
- Self-assurance and the skill to express ideas and concepts clearly and effectively.
- Decisive in areas of critical operations of the Port.

- Affable and understanding of client problems and at the same time practice and encourage fair and firm enforcement of the rules and regulations of the Port.
- The ability to maintain confidentiality related to Executive Session items protected by Idaho Code, and including confidentiality agreements, proprietary client trades and personnel issues.



**COMPENSATION & BENEFITS**

- **\$100,000 - \$135,000 DOQ Starting Salary**
- Medical Health/Group Medical Insurance.
- Dental and Vision Insurance.
- Group Life Insurance.
- Public Employees Retirement System of Idaho. (PERSI)
- 8 Days of Administrative Leave per year.
- 15 Days of personal leave per year. Additional days negotiable.
- 12 Paid Holidays.
- Bereavement Leave.
- FMLA.
- Workers Compensation.

**Please visit:  
[www.portoflewiston.com](http://www.portoflewiston.com)**

The Port of Lewiston is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 10, 2022** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "**Open Recruitments**", select "**Port of Lewiston, ID – General Manager**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



**[www.prothman.com](http://www.prothman.com)**  
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