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Job Opportunity: Fairgrounds Property Manager

Background

The Port of South Whidbey will enter a lease agreement with Island County to perform as the property manager for the Island County Fairgrounds through March 31, 2017. This is a term position to fulfill that lease. Future employment will depend on a potential property transfer from Island County to the Port of South Whidbey.

Position Description

In general, we are looking for someone with strong marketing capabilities, strong organizational skills, and a working knowledge of the unique rural character of South Whidbey Island. This position will manage the Fairgrounds property in terms of renting the spaces available, serving as an events coordinator and providing general customer service to tenants. Other responsibilities include looking after buildings and other property on the Fairgrounds to make sure it is in good working order and looks clean and well-maintained. This position will work with potential rentals to discuss rental and leasing opportunities on the property, answer complaints and concerns from tenants, and be aware of the finances associated with the property. This position will be supported by a full-time maintenance person at the Fairgrounds and other Port staff as needed.

Duties

The property manager will need to:

- Coordinate and book events, maintain a calendar for all events and tenants
- Prepare and modify rental agreements as required
- Help to ensure events run smoothly
- Provide customer service to tenants
- Negotiate rental fees
- Accommodate venue visits
- Assist in marketing, advertising and publicizing events
- Ensure that event tenants arrive and vacate property as agreed
- Manage correspondence
- Assist in event logistics if required
- Keep track of/inventory property associated with events and tenants
- Assist with financial aspects of property rentals (e.g. collection of deposits, rental fees, etc., assisting with budgets associated with property rentals, etc.)
- Identify maintenance items to be addressed in general and to accommodate tenants' needs

Skills required

A successful candidate must have excellent communication skills, including writing, speaking and proof reading skills. The person must have the ability to manage multiple projects and must have excellent interpersonal skills both in person and by phone. We expect a high level of professionalism with fantastic customer service ethic and high expectations for quality. The person must also be proficient using Microsoft Word, email and web searches.

Education and Experience

- A high school diploma or GED is required
- Valid Washington State Drivers License required.
- At least 1 year experience coordinating special events
- 3 years experience with office administrative management preferred

Compensation and Benefits

This is a term position pending a potential property transfer from Island County to the Port of South Whidbey. Pay for this position will be \$3,750 per month plus reimbursable expenses such as materials and travel outside of normal operations at the Fairgrounds. This position is exempt. In addition the position will earn \$400/month stipend to help with health care costs and \$40/month mobile phone stipend. Position includes the option for supplemental insurance with Colonial Life. Should the Port continue to own and manage the Fairgrounds beyond March 31, 2017, position will be eligible for SIMPLE IRA program with 3% Port match after 1 year of successful service with the Port.

Application Information

An application should include:

- A resume that reflects your relevant experience
- A cover letter with comments on why you believe you are suited for this position
- A completed employment application
- Signed consent form, for pre-employment screening purposes. Please include copy of current valid driver's license

ALL INFORMATION WILL BE STRICTLY CONFIDENTIAL

All application packets must be received in the Port office no later than 4 p.m. on Friday May 6, 2016. All applicants will be subject to pre-employment screening and verification of information. Applicant/s selected for a follow-up interview will be notified within two weeks, with the intention of notifying the preferred candidate shortly thereafter for immediate training and assumption of duties.