



NOTICE OF JOB ANNOUNCEMENT

Recruitment # 115

Position:	Business & Economic Analyst
Posting Period:	February 29, 2008-Open Until Filled (First resume review will commence March 7, 2008)
Compensation:	Starting salary range is \$62,250-\$77,813 per year, DOQ. Full salary range is \$62,250 min \$77,813 mid \$93,375 max. This position is eligible for benefits.
FLSA Status:	Exempt
Department:	Commercial Strategy
Reports to:	Director, Commercial Strategy

JOB SUMMARY

The Business & Economic Analyst is responsible for tracking and analyzing current Port business activities, forecasting cargo flows, assessing shipping industry and economic trends, understanding competition and industry dynamics and communicating these to the Port's Lines of Business (LOBs), executive management and the Commission.

ESSENTIAL FUNCTIONS/DUTIES:

- Provide ongoing studies of external business environment, maritime business trends/competitor analysis and forecast for global economic trends; review current business practice and models; identify new business opportunities for the Port and recommend action steps to realize these opportunities; explore opportunities for strategic alliances that would increase the Port's competitive position.
- Understand external trends impacting the Port's business and identify best practices in the shipping/port industry. Analyze and interpret market and shipping industry information to support trade and industrial development efforts. Organize structured approaches for business analysis and conduct analytical studies of current or planned Port operations.
- Develop, maintain and update a five-year cargo forecast for the Port. Formulate/refine cargo forecast model and update the Port's cargo forecast and related statistics on a monthly and quarterly basis.
- Participate in interdepartmental project groups formed to evaluate business opportunities and in joint planning efforts of the Port with other segments of the industry.

- Analyze, communicate and track business/economic development activities and develop documents that provide information on the Port's business/cargo outlook for Commission and public relations purposes.
- Compile and analyze economic data and produce economic forecast as it relates to the port business.
- Assist with the Port's strategic planning effort. Compile and update statistics that are relevant to the Port's business. Conduct research to support sales and marketing efforts.
- Represent the Port on industry and government committees.
- Perform other related duties as assigned.

EDUCATION:

The minimum education requirement is a Bachelors Degree in Business, Economics, Transportation, International Trade or an applicable discipline emphasizing analytical methodology and quantitative research.

EXPERIENCE & OTHER QUALIFICATIONS

Previous job experience required is a minimum of four (4) years in the maritime industry and six (6) years of progressively responsible experience in business forecasting, marketing analysis and strategic planning.

KNOWLEDGE, SKILLS, ABILITIES & OTHER WORK CHARACTERISTICS

Must have strong analytical, interpersonal, research and writing skills. Familiarity with computer spreadsheet analysis and database manipulation and Microsoft Excel, PowerPoint and Outlook is required. Must have strong communication and presentation skills. Knowledge of vendor databases, such as PIERS, is desirable. Must demonstrate the ability to align with the vision, goals, and constructive culture desired at the Port of Tacoma. Demonstrate enthusiasm, vitality and creativity; demonstrate a strong customer service attitude and treat all individuals with courtesy, dignity and respect. Actively support and clearly communicate the overall mission of the Port and work to support the objectives of Port departments and Lines of Business.

WORKING CONDITIONS:

Most duties and responsibilities are performed in an office atmosphere using a personal computer and telephone. Work duties also include attending meetings during the day and outside the normal office hours, as required. May require occasional travel both nationally and

internationally. May require some bending and minimal lifting. Must be able to lift up to 10 pounds occasionally.

BENEFITS

As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, educational assistance, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. Other excellent benefits are also available.

EMPLOYMENT ELIGIBILITY

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. Such 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 PHYSICAL EXAMINATION INCLUDING DRUG SCREEN (POST-OFFER), AND A BACKGROUND INVESTIGATION. CANDIDATE MUST ALSO BE ABLE TO OBTAIN AND MAINTAIN A TRANSPORTATION WORKER IDENTIFICATION CREDENTIAL (TWIC), WHICH IS A CREDENTIALING PROGRAM MANAGED BY THE DEPARTMENT OF HOMELAND SECURITY (DHS), THROUGH THE UNITED STATES COAST GUARD AND TRANSPORTATION SECURITY ADMINISTRATION. INFORMATION REGARDING THIS PROGRAM MAY BE VIEWED AT <https://www.tsa.gov/twic>.

APPLICATION PROCESS

All applicants **must** complete a Port of Tacoma application. For an on-line application and complete job announcement, visit our website at www.portoftacoma.com or email hr@portoftacoma.com for any questions regarding recruitment. An application and copy of this announcement may also be obtained at the Port of Tacoma Administrative Office Building (Human Resources Department), located at One Sitcum Plaza, on the Tacoma waterfront. All applications must be returned to the same department on or prior to the closing date. Mailed applications **MUST** be postmarked on or before the closing date. **Only applications that meet the qualifications (based on the information provided) may be considered for an interview.**

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(The conditions of employment for this position are "At-Will" which means that either the Port 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 Port, other than the executive director, has the authority to alter these employment conditions.)

THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE. WOMEN, MINORITIES, VETERANS AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.