

Port Director (PD)

Position Overview

Reporting to the Port Commission, the Port Director serves as the chief executive and administrative officer of the Port. The position directs the activities of all of the Port's employees and oversees their responsibilities.

Duties and Responsibilities

The Port Director assures that the Port is compliant with its enabling legislation and other governmental regulations and policies, including, but not limited to, the Policies Regulating Performance of Duties of the Board of Commissioners, their Policies and Directions.

Detailed Duties

- Spearhead the development, communication and implementation of effective growth strategies and processes.
- Recommend and implement the Port's Strategic and Master Plan that examines trade and shipping trends while identifying the cost of capital improvements that can support current and new business demands. Plan will support best use of current Port property, both developed and undeveloped, and will consider expansion to non-Port properties that would support business growth for current and new customers. Identify and evaluate strategic alternatives and recommend an alternative for adoption by the Commissioners. The strategic alternatives must be evaluated in terms of their relative ability to generate well paid jobs with good benefits and their relative ability to maintain an excess of Port revenues over expenses.
- Prepare for submission to the Commissioners, the annual Operating, Repair and Replacement, and Capital Budgets to appropriate funds for Port operations and the long-term Capital Improvement Program of the Port and administer these budgets after adoption by the Commissioners.
- Identify sources of funding for Port projects. Be familiar with Federal, State and local funding opportunities as well as public private partnership investments that would contribute to the long-term development of Port assets and the retention of current customers and the attraction of new customers. Demonstrate an ability to work with these funding partners, both government and non-government, to access these funds.
- Identify improved methods, processes and procedures for achieving more efficient and secure operations of the physical facilities, both Port and tenant managed, to maximize revenues and manage expenses.
- Monitor office functions and transactions to ensure they are conducted in accordance with Port policies and procedures. Seek staff input regarding management, staffing requirements and facility development concerns.
- Develop short and long-range capital improvement and maintenance needs to support cargo movement, port expansion and port security to ensure Port facilities are among the best, most efficient and secure in the State of Texas and the United States.
- Work with local, regional, state and federal government agencies, related maritime and development agencies, community organizations, shippers and barge lines, related major transportation companies and associated Port community stakeholders to include, but not limited to, the U.S. Coast Guard, the U.S. Army Corps of Engineers and related Port associations (American Association of Port Authorities, Inland Rivers Port and Terminal Association, Texas Ports Association, Gulf Ports Association and others). Maintain liaison with the officials of these organizations, governments and businesses on matters pertaining to the maritime industry to support, preserve and enhance the important contributions of the Port to the economic vitality of the City of Palacios and the region.
- Work with City leadership and local community organizations to build public trust in the governance and activities of the Port while fostering a success-oriented, accountable and transparent environment with clearly defined and measurable results.

Qualifications

The preferred candidate will have a knowledge of public agency management procedures including governmental processes, legislative and government relations, public relations, communication, accounting processes, fund management and systems, human resource management, computer technologies, purchasing requirements and materials management, inventory and property control, board and public agency management.

The candidate must have the ability to perform a broad range of duties, plan, organize and direct activities, have good communication skills-both written and oral and be able to work cooperatively with others and supervise staff and contractors as required.

Additional Requirements

The selected individual must be able to complete a federal background check, possess a valid driver license and have a good driving record. The individual must also be willing to receive 16 hours of professional training every year and be willing to undertake professional training as a port manager or advance degree in management, logistics or equivalent field. The position may require the performance of other essential and marginal functions as directed.

Education and Experience:

A bachelor's degree in business or public agency management or equivalent experience. Professional certification as a public port manager or executive manager is expected to be pursued and completed.