



Executive Director

Salaried (Exempt)

Reports to: Board of Commissioners

March 2024

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Job Description

The Executive Director (ED) is responsible for communications and counsel to the Port's Board of Commissioners for the purpose of implementing and managing Port policies. Also responsible for the comprehensive leadership and management of all Port related operations and in furthering the Port's mission. The ED works closely with customers, staff, industry, general public, and community leaders. This position leads and supervises the Port's departmental directors, coordinating efforts in areas of operations.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists the Commission in defining the Port's shared vision. Advises the Commission on challenges and opportunities to advance the Port.
 - Drives the Port's mission and strategic plan with a goal that operations be financially self-sufficient.
 - Establishes and meets financial performance targets while stimulating a pro-business climate within the district within the Port's means.
 - Maintains effective relationships and communication with the Commission keeping them apprised of Port business and critical items in a timely manner.
- Manages the administration and operations of the Port consistent with the delegation of powers as adopted and/or modified by the Board of Commissioners.
 - Endeavors to develop the Port's operating areas, including Cap Sante Marina, the marine terminal, the airport, and industrial properties to their optimal use.
 - Develops, supervises, and coaches the leadership team. Works with the leadership team to develop, implement, and deliver organizational goals. Promotes and supports the professional development of all Port employees.
 - Creates and maintains a positive work environment and labor relations that encourages growth and longevity. Sets the tone for positive and collaborative work culture throughout the organization.
- Protects and enhances the natural environment through implementation of a proactive and robust environmental and outreach programs.
- Develops and maintains effective relationships and active communications with the Port stakeholders and general community.
 - Fosters the relationship between the Port and its customers and tenants.
 - Participates in cooperative undertakings with government agencies at the federal, tribal, state, and local levels.
 - Fosters Public-Private Partnerships.
 - Develops/maintains a positive relationship with local media.
 - Represents the Port in the local community. Attends industry meetings and serves on business-related boards.
- Perform other duties, responsibilities, and special projects as assigned.

Knowledge, Skills, Abilities, and Other Characteristics:

- **[Education & Experience]** Bachelor's degree in a related field and five or more years' experience managing at a director level, overseeing multiple departments. Experience managing various aspects within the Port industry such as organizational management, strategic or comprehensive planning, maritime business and infrastructure, industrial development, engineering, and finance preferred.
 - Other combinations of education and experience providing the desired skills, knowledge and ability required to perform the job may be considered.
- **[Executive Core Competencies]** Possess the following competencies:
 - **Integrity.** Must operate with high integrity and honesty in all matters.

- **Effective Leadership.** Inspires others. Ensures the mentoring and development of others to amplify entire team. Promotes positive, collaborative work environment with strong labor relations. Maintains a strategic, high-level focus while allowing departments to execute tactically.
- **Business and Financial Acumen.** Understands and communicates the goals, objectives, competencies, and metrics associated with business success. Demonstrates an entrepreneurial spirit by identifying non-traditional ways to generate revenue, investment capital, and maximizes the financial potential of existing Port assets.
- **Communication Skills.** Clearly communicates verbally and in writing to a variety of target audiences. Shares ideas and perspectives and encourages others to do the same, demonstrating effective listening skills. Ability to build relationships and work with people in a tactful and diplomatic manner, using good judgement and exercising discretion and sensitivity.
- **Entrepreneurial and Resourceful.** Ability to overcome challenges and leverage resources to creatively solve problems. Effectively manages change. Learns quickly when facing new problems. Analyzes both successes and failures for clues to improvement. Can comfortably handle risk and uncertainty.
- **Strategic Mindset.** Understands development and deployment of strategic plans. Stays focused on critical priorities and objectives. Can quickly sense what will help or hinder accomplishing a goal and seeks appropriate input. Eliminates roadblocks. Creates focus.
- **Critical and Analytical Thinking.** Makes good decisions based on a mixture of analysis, wisdom, experience, and judgment. Seeks feedback from others and integrates to future courses of action.
- **[Computer & Other Skills]** Proficiency with Microsoft Suite. Ability to learn various other Port software.
- **[Certifications/Licenses/Registrations]** Must have or be able to obtain a valid driver’s license and have or ability to obtain a Transportation Worker Identification Credential (TWIC) card.
- **[Physical Demands]** Physical ability to perform all essential functions of the job. Physical demands include repetitive computer usage, including visual acuity and sitting at a computer workstation; hearing, speaking and understanding the spoken word.
- **[Travel/Extended Hours]** Responsibilities require some travel within and outside of the state such as working with lobbyists, attending conferences, and visiting other Port locations. Position requires routine evening hours to attend Commissioner meetings and community events.
- **[Other Requirements]** Following a conditional offer of employment, must satisfactorily pass credit and criminal background checks prior to beginning work.

This job description has been approved by the Board of Commissioners:

Commission Secretary: _____