

Jefferson County Port Authority Executive Director Position Description

Position Title: Jefferson County Port Authority Executive Director

Reports to: Jefferson County Port Authority Board of Directors

POSITION SUMMARY

The Executive Director is the chief executive officer of the Jefferson County Port Authority (JCPA) and is authorized to execute a broad range of economic development programs. The Executive Director is responsible for implementing goals, policies, and budgets, and providing leadership and strategic tactical direction for staff and resources toward the accomplishment of the JCPA's mission. The Executive Director is responsible for the overall management of all Jefferson County Port Authority activities.

The Executive Director reports directly to the Port Board of Directors; guided by state statutory requirements, approved Port policies and strategic objectives, and authorized budgets and programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Works with the Jefferson County Port Authority Board to retain and recruit businesses and jobs in Jefferson County within the parameters of the "Executive Directors Managing Authority Resolution" reviewed and approved each year by the JCPA Board. The Executive Director is charged with carrying out the mission of the Jefferson County Port Authority at the direction of and in conjunction with the Board. The primary focus is on job creation for Jefferson County.
2. Lead new project development, including research of potential projects that fit with the organization's mission, financial viability, resource development, obtain Board approval for action, and develop and implement the plan.
3. Maintain an awareness of governmental, management, industry trends, and other developments that would be helpful to the Jefferson County Port Authority Board and current/future projects through publications, attendance at appropriate seminars, contact with federal/state/local officials and participation in relevant conferences and meetings.
4. Coordinate and be responsible for communications with and assignment of work to legal counsel of the Jefferson County Port Authority Board, including preparation of agreements or contracts between the organization and third parties.

5. Establish harmonious working relations and communications with community, economic, and industrial development allies, and stimulates regional cooperation.
6. Coordinates the identification, assessment and development of competitive industrial sites.
7. Oversees data collection, research, and analysis to include a database of existing and available sites.
8. Oversees the development of and updates to local website.
9. Coordinates the sale and/or lease of land(s) controlled by the Authority to meet the requirements of new and existing business and industry.
10. Coordinates prospective inquiries from new business or industry with key partners to provide current, tailored information to meet operational requirements.
11. Provide oversight of a formalized business retention and expansion program including a database of existing industry statistics and trends.
12. Develop and maintain proper liaison with the County and the municipal Corporations and Townships therein and other appropriate governmental agencies, and other interested organizations, (i.e. regional economic development organizations, city councils, townships, chamber, etc.).
13. Provide the Jefferson County Port Authority with key information/updates (i.e., status of obligations under contract, operating budget, policy recommendations, etc.) via Executive Director's reports and ad hoc communication.
14. Apply for available grants and execute grant documents as authorized by the Jefferson County Port Authority Board.
15. Serve as key public relations representative with the media.
16. Responsible for the daily operations of the Jefferson County Port Authority in compliance with organizational procedures (i.e., establish annual budget, strategic plan and operations plan, including staffing).
17. Oversee recruitment, hiring/discharging, training/orientation, supervision, performance evaluations, and compensation assessment of staff.

18. Manage day-to-day Port activities within the parameters of the “Executive Directors Managing Authority Resolution” reviewed and approved each year by the Port Board of Directors.
19. Prepares, negotiates, and implements leases, contracts, agreements and permits. Enforces said documents when necessary.
20. Maintain a thorough understanding of Port Authority approved “Port Policies.” Recommend changes to existing policies and/or the adoption of new policies when needed. Maintain a complete listing of Port policies on the Port’s website to promote transparency with the public.
21. Implements construction projects, alterations, improvements, and maintenance of Port properties.
22. Prepares, negotiates, and arranges for consulting services and acquisition of materials and equipment.
23. Prepares, negotiates, and implements property acquisitions, property sales, and disposal of surplus assets.
24. Reviews annually property and liability insurance requirements for the Port. Recommends insurance coverages and deductibles to the Port Authority. Manages all Port insurance claims.
25. Regularly informs Port Authority on pertinent matter affecting the Port through oral and written communications.
26. Other reasonable related duties as assigned by the Jefferson County Port Authority.

JOB QUALIFICATIONS

Education Requirements: Minimum of bachelor's degree in a related field, and 3 – 5 years professional experience in economic development (and/or business administration, government relations, or real estate development). Experience in executive leadership and management, marketing, construction management, contracts and contracting, environmental/hazardous material regulations and remediation, customer relation strategies, strategic planning, creative problem resolution, economic development, federal and state grant and program management, non-profit or public sector experience, knowledge of financial instruments and capital markets, and commitment to ethical conduct and principles.

1. Education: Bachelor’s Degree in Public Administration, Business, Finance, Engineering, or (equivalent) related field.

2. Experience: Five (5) years of industry experience, with experience at the director, manager, or administrator level of a public entity or equivalent is preferred. Two (2) years of additional comparable work experience may be substituted for each year of higher education in lieu of a bachelor's degree.
3. Certifications and Licenses: None.
4. Equipment: Proficiency in use of personal computer and other typical office equipment.
5. Thorough knowledge of the principles, practices, technique, and standards in the areas of port operations.
6. Thorough knowledge and understanding of real estate, marketing, and property management activities.

SPECIAL REQUIREMENTS

- Must possess a valid State of Ohio Driver's License.
- Must reside in Jefferson County, Ohio.
- Ability to work extra hours for special projects and/or meetings.

SUMMARY OF CORE COMPETENCIES

Demonstrated project and people management skills, including fostering a strong team-oriented office environment and ability to delegate appropriately. Excellent analytical and decision making skills - both strategic and tactical. Able to effectively navigate through and accomplish goals while balancing political, financial, technical, public, timing, and staffing requirements/demands. Must be an excellent communicator, both written and verbal, and be able to speak to the media, high-level business and political leaders, and the general public. Flexibility, patience, and creativity are essential.

DESIRED SKILLS

- Visionary leadership with the ability to stimulate management team to look ahead and shape the future.
- Outstanding communication skills, and assertiveness in taking reasoned risks in presenting and selling ideas.

- A management style, which emphasizes collegiality, teamwork, participation, judgement and a commitment to results.
- Must possess initiative, imagination and creative ability for continued development of new and improved programs and in addressing and solving unusual and unique challenges. Ability to "think outside-the-box."
- One who can work well with a board, tenants, various community groups, and at all levels within the Port organization.
- A broad understanding of the bottom-line, solid analytical skills, a strong business acumen and outstanding management skills.
- Analyze and synthesize information quickly and effectively to formulate strategies.
- Ability to make timely decisions and answer questions without undue procrastination.
- Ability to complete priority projects in a thorough and accurate manner. Able to take on a wide variety of assignments. Highly organized.
- A "change agent" who is decisive, compassionate, flexible, adaptable to a changing culture, and has a high energy level.
- Willingness to state opinions and reasons without concern about the popularity of the views. Ability to be persuasive to sell a particular course of action.
- Leadership style, which emphasizes integrity and high moral standards.
- A sense of humor.

FINANCIAL MANAGEMENT

- Prepares and recommends annual budgets to the Port Authority. Prepares and recommends supplemental budgets when required. Follows all required public notices/legal advertisements in adopting budgets.
- Keeps Port Authority updated on the financial performance of the Port. This includes providing accurate monthly income and expense reports.
- Looks for opportunities to increase revenues and reduce expenses.
- Effectively manages Port's debt structure and coordinates and manages the issuance of, and payments of bonds and other financial instruments in collaboration with the Port Auditor/Treasurer.
- Prepares Port Capital Budget Requests. Once approved, manages projects within the financial parameters established by the Port Authority.
- Directs and manages efforts to obtain local, state, and federal financial resources to support Port programs and interests.
- Recommends to Port Authority changes in rates and charge/fee schedules for various Port properties and utility systems.
- Collaborates with Port's Secretary to ensure the Port's accounting systems and internal controls are in compliance with the requirements of the Auditor's Office of the State of Ohio.
- Participates in annual State Auditor's Office audit. Is the principle employee responsible for correcting any audit deficiencies.
- Maintain "Return on Investment" worksheets for all Port owned properties. When presenting new lease agreements and/or lease renewals be able to articulate the return of investment to Port Authority.

GOVERNMENT & COMMUNITY RELATIONSHIPS

- Effectively communicates with local, state, and federal governmental officials/entities (including administration, legislative, and regulatory units) concerning Port objectives.

- Effectively communicates the role and value of the Port to community stakeholder groups, speaks to service clubs, lead community bus tours, produces annual newsletter, and organizes the fair booth.
- Assures the Port's websites are updated and relevant.
- In collaboration with staff, develops informational materials for presentation to public groups to engender public support for Port economic development initiatives.
- Maintain constructive working relationships with community agencies including Chamber of Commerce, et al.
- Manage state and federal governmental affairs contracts. Ensure Port priorities are being advanced. Seek other local governmental partners to offset cost of contracts.
- Serve as Port's primary contact with the media. Prepares news releases and keeps media informed on Port activities as required.
- Represents the Authority before legislative, public, and private groups. Attends meetings pertinent to Port interests.

LEADERSHIP

- Sets a positive example with staff by dedicating the time and effort to produce high quality work. Provides staff a clear sense of direction regarding Port priorities. Regularly communicates with staff concerning ongoing Port activities.
- Maintains positive relationships with Port tenants (if applicable). Makes self available to tenants to respond to questions and concerns. When necessary communicates policies to tenants effectively and accurately. Listens effectively.
- Demonstrates flexibility to changing priorities. Has the judgement to separate important issues from unimportant issues.
- Takes responsibility when problems arise. Able to isolate and define problem areas and works to constructively solve them.
- Handles difficult situations and job challenges in a constructive manner and maintains a positive outlook. Maintains an even temperament and tact when difficult situations arise.

PERSONNEL MANAGEMENT

- Selects all staff personnel and is responsible for placement, motivation, training, and required personnel action to assure efficiency in Port operation.
- Evaluates employee performance on an annual basis.
- Prepares, maintains, and implements the Port's Personnel Policy Manual as approved by the Port Authority.
- Recommends changes in pay for Port employees to the Port Authority.
- Ensures accurate and detailed job descriptions are maintained for all Port positions.
- In collaboration with Port Authority, review and modify as necessary the Port's organizational chart to ensure efficiency in Port's operations.

MONTHLY BOARD MEETING MANAGEMENT

- In collaboration with Port staff, prepare agendas and all supporting documentations, including staff memos for all regular and special Authority meetings.
- Arrange when necessary, third party presentations at Port Authority meetings.
- Is well organized at Port Authority meetings with relevant information, data, and analysis on issues before the Port Authority. Is able to effectively articulate both sides of an issue.
- Schedule Committee Meeting on a regular and as-needed basis.
- Compile accurate written minutes of meetings of the Authority. Ensure all Authority meeting are recorded and posted on the Port's website in a timely manner.
- Principal staff member responsible for Port Compliance with the Ohio Sunshine Laws. Provide regular notices to media/public for all regular and special meetings. Provide notices to the media/public when Port Authority is attending regional meetings and/or traveling to trade association meetings.

- Knowledge of the rules and regulations governing Executive Sessions. In collaboration with Port Legal Counsel, provide guidance to Port Authority. Ensure Port Authority meeting agendas clearly indicate the purpose of the Executive Sessions.
- Understands and respects the policy making role of the Port Authority. Effectively carries out and supports (both internally and externally) Port Authority policy decisions.
- In collaboration with Port staff, maintain and update Schedule of Events.

PLANNING & STRATEGY

- In collaboration with Port Authority and staff, establish well defined yearly operating priorities to include capital, administrative, and legislative priorities. Maintain an effective monitoring plan to keep Port Authority updated on the execution of yearly priorities.
- Update as needed the Port's Comprehensive Plan to reflect the Port's development plans for its properties along with associated capital investment plans. Amend the Port's Comprehensive Plan when selling and/or purchasing property.

ECONOMIC DEVELOPMENT

- In coordination with Port's Economic Development Director, and in consultation with the Port Authority, develop, coordinate, implement, and monitor the Port's annual Economic Development Plan.
- Determine and apply needed resources to allow all elements of the plan to be implemented.
- With the assistance of Port's Economic Development Director, attend and help lead bi-monthly Economic Development Advisory Committee meetings.
- Develop and maintain positive working relationships with Economic Development Advisory Committee Members and seek their input and direction as annual economic development plans are being developed.

Jefferson County Port Authority Executive Director Applicant Questions

Please respond to each question below and attach your responses to your resume.

1. In your judgment what is the role of the Executive Director in working with the County Commissioners? Please provide examples of any experience you may have working with a governing board.
2. Please describe your leadership and management style. Please provide examples of your experience successfully leading, inspiring and directing staff
4. Please explain your experience, including your role and involvement in each of the following key areas of Executive Director responsibility:
 - a. Fiscal sustainability and integrity
 - b. Strategic planning
 - c. Project management
5. Please explain your experience in economic development and how you think you can contribute to the economic future of the Jefferson County Port Authority.
6. Please describe steps you will take to maintain and improve community trust, respect, and appreciation of the Port as a community resource.