

## Port Manager

**SECTION A -- DESCRIPTION**

POSITION:	Port Manager
REPORTS TO:	Appointed by and accountable to Sabine Pass Port Authority Commission
LOCATION:	Sabine Pass Port Authority Travel as needed to fulfill duties and responsibilities of the position

**SECTION B -- GENERAL DUTIES AND AUTHORITY**

POSITION OBJECTIVE:	<p>The Port Manager is the chief executive and operational officer of the SPPA and responsible for the safe, ethical, financially sound operation of the port in all of its functions. The Port Manager shall oversee all aspects of Human Resources, Accounting/Finance, Port Operation, Port Administration, and Security.</p> <p>The Port Manager shall implement and enforce policy as set forth by the Commission and maintain open communication with the Commission related to their governance and fiduciary responsibilities as set forth by statute and policy.</p>
RELATIONSHIPS:	<p>Appointed by, and accountable to, the Sabine Pass Port Authority Commission. The Port Manager serves at the pleasure of the Commission within the context of any contractual and/or policy related to the position.</p> <p>The Port Manager is the liaison between the SPPA and the community, other taxing entities, business entities, legislative bodies, and all outside bodies relevant to the operations and affairs of the SPPA.</p>
DELEGATED AUTHORITY:	All administrative and operational aspects of the Port not otherwise restricted to the SPPA Commission.
DIRECT REPORTS:	All supervisory and management staff employed by the SPPA.

**SECTION C -- KEY TASKS AND RESPONSIBILITIES**

ACCOUNTING/FINANCE:	<p><b>Budget</b> -- The Port Manager is responsible for the preparation and presentation of the SPPA budget for review and approval by the SPPA Commission. Budgets will be in accordance with Texas Law and consistent with the strategies and goals of the Master Plan and any other strategic plans adopted by the SPPA. Upon adoption of the budget, the Port Manager is responsible for the implementation, monitoring, development and presentation to the Commission of budget amendments, and all other aspects of public budgeting relevant to the SPPA.</p> <p><b>Accounting</b> -- The Port Manager is responsible for the design, implementation, and maintenance of the SPPA accounting system and its compliance with all applicable laws and policies. This includes supervision of any and all employees, contractors, and vendors with duties related to the financial management and accounting processes and systems of the SPPA. The Port Manager is also responsible for overseeing any and all external audits and accounting services of SPPA finances. The Port Manager must be conversant in public accounting principles and concepts.</p>
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ACCOUNTING/FINANCE: CONT'D	<p><b>Finance</b> -- The Port Manager shall maintain effective relationships with all banking and financing partners. The Port Manager will responsibly seek and maintain portfolio strategies that maximize the long term financial health of port assets while mitigating risk.</p>
OPERATIONS:	<p><b>Stewardship</b> -- The Port Manager must have a deep understanding of accounting principles and public budgeting concepts. Successful financial operations are founded in stewardship of public and proprietary funds and decision-making thereby requiring superior financial knowledge.</p> <p><b>Leadership</b> -- The Port Manager is expected to foster a positive work environment applying effective leadership and management within the context of SPPA policy and goals.</p> <p><b>Supervision/Management</b> -- The Port Manager is the supervisor of all port managerial staff and provides oversight of all SPPA operations. The Port Manager is accountable to the commission for all decisions undertaken in these endeavors.</p> <p><b>Business Operations</b> -- The Port Manager is the business representative for the SPPA authorized to enter into negotiations and investigatory efforts to further the interests of the SPPA. The Port Manager is responsible for ensuring compliance with all SPPA policies and implementation of the Master Plan.</p> <p><b>Legal</b> -- The Port Manager is the point of contact for all legal matters related to the SPPA.</p> <p><b>Vendors</b> -- The Port Manager oversees all contracts and agreements for service/products with vendors and contractors consistent with policy and Commission resolutions.</p> <p><b>Asset &amp; Facility Management</b> -- The Port Manager shall ensure all SPPA assets and facilities are maintained in operable order and good condition. Development and maintenance of processes and assignment of tasks necessary to fulfillment of this responsibility are essential.</p> <p><b>Marina &amp; Wharf Operations</b> -- The Port Manager shall be responsible for compliance of all regulatory authority delegated by statute or regulation to the SPPA as a maritime entity. This includes boarding and inspecting vessels when necessary.</p>
HUMAN RESOURCES:	<p><b>Hiring/Firing</b> -- The Port Manager is responsible for final operational decisions related to the hiring and firing of employees consistent with policy and the SPPA Employee Handbook.</p> <p><b>HR General</b> -- The Port Manager is responsible for the successful implementation of SPPA Employee Manual policies as promulgated by the Commission.</p> <p><b>Training</b> -- The Port Manager is responsible for ensuring SPPA employees are competent in their fields and positive contributors to the successful execution of SPPA goals and policies.</p> <p><b>Discipline</b> -- The Port Manager is the final authority on all decisions affecting employee discipline unless otherwise governed by policy.</p>

HEALTH & SAFETY:	The Port Manager is the chief Health and Safety Officer for the SPPA and may delegate various tasks and duties as appropriate to accomplish the safe operation of the Port.
	The Port Manager shall design, implement, and execute risk management and reporting systems as required to ensure the highest reasonable level of health and safety for all SPPA employees, assets, customers, tenants, partners, and visitors.
	These responsibilities include compliance with all federal and state regulation as well as SPPA policy. Disaster planning and recovery are key elements of the risk plan for the Port and the Port Manager shall be responsible for the planning, execution, and education of SPPA stakeholders of any and all plans.
COMMUNITY & GOVERNMENT RELATIONS:	The Port Manager is the primary ambassador and advocate for the SPPA.
	<b>Intergovernmental</b> -- The Port Manager shall be the representative of SPPA interests in all intergovernmental relationships. Professionalism and superior knowledge of operations, tax policy, and public policy at the local, state, and federal level are essential for success in this position and the SPPA's long-term success. The Port Manager shall be the "face and voice" of SPPA interests.
	<b>Community</b> -- The Port Manager shall represent the SPPA at public functions and serve as the key point of contact for all media and public requests for information. Superior communication skills and understanding of sound public relations principles are essential.
CUSTOMER RELATIONS:	The Port Manager shall ensure operation of customer relation policies and activities that appeal to the highest standard of conduct and ethics.
	The Port Manager is responsible for the enforcement of standards and policies as set forth by the Commission as well as enforcement of all external regulation applicable to the SPPA.
	The Port Manager is responsible for fostering an environment of friendliness, accountability, service, and mutuality with all tenants, customers, and stakeholders.

**SECTION D -- SKILLS, ATTRIBUTES & QUALIFICATIONS**

REQUIRED SKILLS:	Outstanding written and verbal communication skills commensurate with executive level management professional. Must be sufficiently versatile to effectively communicate with a broad range of stakeholders from diverse cultural and industry backgrounds.
	Demonstrable comprehension of managerial and financial accounting methodology and principles.
	Demonstrable comprehension of public budgeting methodology and principles.
	Demonstrable ability to supervise and oversee employees and vendors related to accounting and finance operations at SPPA.
	Demonstrable comprehension of basic tax, regulatory, and legal policy affecting SPPA operations and policy.
	Demonstrable ability to effectively serve in peer relationship with other governmental entities and SPPA partners.

REQUIRED SKILLS CONT'D:	Excellent time management skills. Ability to effectively schedule priorities for self and SPPA employees.
	Demonstrate record of integrity and ethical decision-making.
	Clear balance and grasp of "people-friendly" approach to enforcement and management.
	Strong senior-level management, accounting, finance, public policy, legal, background.
DESIRED ATTRIBUTES:	Proactive, Team Player, Problem Solver, Mutual Respect, Optimism, Courteous, Fair, Excellent Judgement and Objectivity, Steady, Creative, Self-motivated, Leader, Analytical, Ethical.
QUAILFICATIONS:	4-year Bachelor's degree or higher preferred. Professional certifications in finance, accounting, management, and/or public budgeting will be considered favorably.
	Direct experience with management of teams, business and/or public budgeting, accounting, financial operations, public communication are essential elements of this position.
	Possess at least basic knowledge of maritime and port operations including a working rudimentary knowledge of the operation of and safe mooring of vessels.
	Experience with management of public entities preferred. Experience with management of professional teams is required.
	Able to successfully perform on and off site. Available outside of business hours as needed by circumstances, including weekends.
	Able to physically perform independent travel, safely and effectively board and move about vessels, and assist with rudimentary physical tasks as needed at SPPA, including but not limited to, mooring vessels, and lifting and moving objects over 20 lbs, assisting with basic maintenance needs.
	Superior proficiency in digital spreadsheet, word processor, and presentation software. Understanding of site computing infrastructure and operations.
	Subject to satisfactory criminal background, credit, and reference evaluation.
PAY & BENEFITS:	Salary will be commensurate with demonstrated experience, knowledge, and ability. The SPPA Commission will negotiate according to the strength of the candidate and consensus that the candidate is the best fit to accomplishing its goals.
	Participation in SPPA Health and Benefits Insurance Program
	Participation in Texas County & District Retirement System (TCDRS)
	Paid Time Off negotiated on offer



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