



CENTRAL LOUISIANA REGIONAL PORT

JOB DESCRIPTION AND SPECIFICATIONS: PORT EXECUTIVE DIRECTOR

Executive Position Description:

The Executive Director of the Central Louisiana Regional Port is a full-time and point of contact position as the Chief Administrative Officer of the Port and is responsible for the Central Louisiana Regional Port reporting to the Commissioners of the Port.

He/she has overall responsibility and authority for conducting the day-to-day operations and all commercial and administrative activity of the Port as set forth by this Executive Position Description, port policy, and policy decisions for the Central Louisiana Regional Port.

Experience/Education Requirements:

Five years of increasingly responsible experience in management or supervisory capacity. The candidate must have strategic planning skills, financial management, resource development and new business development.

Education equivalent to a Bachelor's degree in Business Administration or another relevant field from an accredited college or university.

DUTIES AND RESPONSIBILITIES

- Organize, manage, direct and coordinate the activities of the staff to ensure Port policy adherence, maintain efficient ongoing operations, maximize return on investments, and maximize productivity.
- Hire, provide general supervision, evaluate, and terminate employees as required in accordance with any set guidelines.
- Direct all marine administration programs and operations with the objective of maximizing service to customers, local commerce and optimizing returns for the Port.
- Establish a vision and mission statement for the future that drives revenue and enhances the business of the Port, the Parish and the broader economic region. Develop, implement and maintain an ongoing strategic master plan that identifies economic development goals and resource requirements.
- Establish short and long term objectives; formulate plans for implementation and adherence to those objectives.
- Research explore and identify, present and future economic development opportunities to promote the growth and stability of the Port.
- Establish and maintain meaningful and effective working relationships with Port tenants, government and regulatory representatives, commissioners, professional port organizations and the general public.
- Identify, pursue and coordinate measures to achieve external funding opportunities necessary for the realization of needed infrastructure and organizational requirements.

- Develop and participate in marketing initiatives promoting and sponsoring port campaigns and marketing initiatives.
- Respond promptly, accurately, and completely to inquiries by Port tenants, government and regulatory representatives, and the general public.
- Maintain files, records of all port business and provide reports to the Chairman of the Port. Provide briefings to the Port Board as well as individual members of the Port.
- Monitor, report and comment on any policies and programs that address, or fail to address, the needs of the Port.
- Represent the Port in any business transaction, port operation and/or policy representations to State and Federal Jurisdictions, Agencies and Authorities pertaining to Port operations and development.

KNOWLEDGE, SKILLS AND ABILITIES

Administration and Management

The Executive Director must have knowledge of principles and processes involved in business, organizational planning, coordination and execution. This includes strategic planning, resource development and allocation, staffing needs, leadership techniques, and implementation methods.

Economics and Accounting

Have a working knowledge of industry standards, economic and accounting principles and practices, the financial markets, and the analysis and reporting of financial data.

Judgment and Decision Making

Experienced in weighing the relative cost and benefit of potential actions.

Critical Thinking

Demonstrate experience in using logic and analysis to identify the strengths and weaknesses of different approaches.

Communication – Written & Verbal

Effectively communicating information, by speaking or writing, based on the needs of the audience.

Social Perceptiveness

Ability to represent the Port to professional boards and the public in a professional and responsive manner.

Special Requirements

Prompt and regular attendance

Current and valid Louisiana driver's license

Adhere to Port policies and procedures

Adhere to Louisiana Ethics Laws and requirements

PERFORMANCE EVALUATION

The Executive Director will be evaluated against this Executive Position Description within six months of his/her hire and then annually thereafter based on the date of hire. The evaluation will be prepared and conducted by a majority of the Port and or their appointees, in Executive Session, in accordance with objectives established by the Port.