

New Bedford Harbor Development Commission

Deputy Port Director



Port of New Bedford

Deputy Port Director Position Description

A. Function

Under the direction of the Executive Director, the Deputy Port Director is responsible for the supervision of all functions and employees of the New Bedford Harbor Development Commission (HDC) in coordination with the Executive Director and directly supervises all engineers, contractors and consultants engaged in HDC activities.

B. Duties and Responsibilities

1. With the Director of Finance and Harbormaster, oversee financial and operational aspects of all HDC programs and business lines.
2. Direct staff on maintenance of Port assets, including wharves, boat ramps, bulkheads, vessels, vehicles and properties.
3. Serve as project manager and point of contact for port projects and contracts. This includes marine construction projects, dredging, studies and other projects.
4. Use knowledge of public procurement laws to ensure the Port maintains clean and transparent procurement processes.
5. Represent the Port of New Bedford at cargo, seafood and recreational boating trade shows as well as marine industry meetings.
6. Work with the Grant Consultant to identify and pursue grant opportunities for all HDC missions and responsibilities.
7. Interact with local, State and Federal elected officials on grant opportunities, infrastructure, commercial fishing policy and other Port issues.
8. Represent the HDC to press (TV, radio and newspaper) in Executive Director's absence.
9. Develop, update and maintain content on www.portofnewbedford.org in Executive Director's absence.
10. Promote the economic development of the Port, including expanding commercial fishing, shipping activity, intermodal operations and recreational boating in Executive Director's absence.
11. Support and expand existing waterfront industries.
12. Assist with the supervision of all city-owned waterfront properties (21 commercial properties, ferry and cruise docks, municipal fishing piers and offloading docks, 198 slip marina, parking areas, and public boat ramps) in Executive Director's absence.
13. Oversee and augment as needed all Port operations including ferry and cruise ships, and harbormaster functions in Executive Director's absence.
14. Work with the Executive Director and Director of Finance on the annual budget process in Executive Director's absence.

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15. Serve as liaison on Port affairs and policy with municipal, regional, state and federal partners and agencies.
16. Develop and implement the HDC's recreational boating plan with the Harbormaster, Director of Finance and Marina Manager.
17. Establish and maintain effective working relationships with elected officials, Commission members, government officials, regulatory agencies, vendors, contractors, lessees, business representatives and the public.
18. Maintain and build existing relationships with local public and private sector partners (New Bedford Economic Development Council, New Bedford Chamber of Commerce, City of New Bedford departments).
19. Regular attendance at HDC facilities and monthly HDC meetings.
20. Performs functions of the Executive Director in the absence of the Executive Director.
21. Perform any and all similar or related work as required, directed or as situation dictates.

Work is subject to unforeseen situations and emergencies. Employee is required to frequently work outside of normal business hours and may be contacted at any time to respond to emergency or operational situations. Employee uses judgment and ingenuity to accomplish objectives and to deal with new or unusual requirements. Employee has frequent contact with the public, government employees and the media.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

C. Knowledge and Experience (preferred)

1. Project Management
2. Budgeting
3. Administration
4. Business Development
5. Facilities and engineering management
6. Strategic planning
7. Excellent oral and written communications

D. Experience and Education

Any combination of at least four years of increasingly responsible experience in a management or leadership capacity involving the operation of agencies, vessels, harbors or facilities involving

a diversity of disciplines (e.g., general administration, financial management, safety, security, business development, engineering, intergovernmental affairs and public relations.)

A Bachelor's degree is required. Masters degree in Business Administration, Engineering, Public Administration or other relevant field is preferred.

Licenses, Training and Certifications

1. MA Driver's License – required
2. Proficiency in Word and Outlook, PowerPoint, Excel - required
3. Professional Engineering License- preferred
4. Professional Project Manager Certification- preferred

E. Salary Range

\$65,000-\$85,000, depending on qualifications.

F. Physical Requirements

Though a small portion of employee's time is expected to be on outdoors, employee will be exposed to outdoor weather conditions, extremes of heat and cold, moving mechanical parts, toxic chemicals and other dangerous conditions.

1. Periods supervising and inspecting marine infrastructure projects and dredging operations in New Bedford Harbor including activities in extremely adverse weather conditions may be required.
2. Extended periods at computer terminal, telephone, operating office machines requiring eye-hand coordination and finger dexterity.
3. Travel to other ports, exhibitions and trade shows.
4. May be require to lift, move and/or push object which weigh 50 pounds or more as well as climb, stoop, crawl and kneel for extended periods of time.

The physical demands described above are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between the HDC and the employee and is subject to change as the needs of the employer and the requirements of the job change.

The following information will be provided to applicants

Deputy Port Director Search

The HDC is seeking to retain a Deputy Port Director. The selected candidate will be an employee of the HDC, and will be responsible for running its day to day operations within the Port and short term and long term maintenance of port vehicles, vessels and facilities.

As an employee of the HDC, the Deputy Port Director is subject to the guidelines for employees which can be found here:

[http://www.portofnewbedford.org/documents/Employee%20Handbook%20Donna%20\(3-14-14\)%20edit%20dir%20FINAL.pdf](http://www.portofnewbedford.org/documents/Employee%20Handbook%20Donna%20(3-14-14)%20edit%20dir%20FINAL.pdf)

Given the nature and range of relationships that the Deputy Port Director must establish and maintain a collaborative and relationship-based leadership style is necessary to succeed, considering much of what needs to be accomplished must be done through influence, not authority.

The Deputy Port Director must be able to manage people and processes, must be a champion, guardian, and regulator of the port all at the same time, and must possess the organizational skills to engage the community in supporting the missions of the port. The HDC needs a Deputy Port Director who will bring stability, longevity, and commitment to the job, recognizes that success requires supporting and encouraging the leadership of others, and who has the flexibility and stamina to weather both planned and unexpected challenges. In particular, the HDC seeks a Deputy Port Director who can negotiate, navigate, communicate, and work with wide range of people; is comfortable and adept at operating under the scrutiny of the media and in effectively communicating with the public and can maintain a sense of humor in that environment; can make recommendations and decisions on a wide variety of topics, and has an ability to manage and build a strong and diverse team and to lead from within; is able to admit mistakes, acknowledge the obstacles, and engage people in the solutions; is comfortable in a public environment; and is adept at articulating the HDC's mission and goals among corporate, educational, and government leaders.

Instructions for Applicants

Candidates should email and mail or deliver application packages to:

Edward Anthes-Washburn
Executive Director
Harbor Development Commission
52 Fisherman's Wharf
New Bedford, MA 02740
ewashburn@newbedford-ma.gov

Packages should include the following:

1. Completed Application for Employment (available [here](#) and at www.portofnewbedford.org).
2. Cover letter
3. Résumé
4. Writing sample

We will begin to review applications on **July 29, 2016**. However, the position is considered open until filled.

The cover letter and resume should reflect the applicant's qualifications as set forth in the Position Description. Interviews, reference checks, and job related tests may be required. Writing samples reflecting the applicant's qualifications and experience are encouraged. Salary will be commensurate with education and experience. A CORI (Criminal Offender Record Investigation) review will be conducted prior to selection. The HDC is an Equal Opportunity/Affirmative Action Employer.

HDC Mission Statement

The Harbor Development Commission's primary charge is to support the Port of New Bedford through the implementation of best management practices over port resources and the development of economic growth strategies. To this end, it is the goal of the Harbor Development Commission to keep New Bedford on top as the #1 U.S. fishing port, expand existing businesses and capitalize on new opportunities that will maximize the port's potential as an economic engine to create jobs and strengthen the New Bedford economy. More information about the HDC is available at <http://www.portofnewbedford.org>.

Overview of the Harbor Development Commission

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The HDC manages all City-owned waterfront property in New Bedford Harbor, an economic engine for Southeastern Massachusetts with an economic impact of \$3.7 billion that sustains 12,839 jobs (6,225 direct jobs). The HDC maintains and operates Homer's, Leonard's, Steamship, Coal Pocket, and Fisherman's Wharves, offloading at South Terminal, a 198-slip recreational marina at Pope's Island and 19 real estate assets. The HDC also assigns moorings and enforces rules regarding use of piers, wharves, and adjacent parking areas under its jurisdiction, and issues permits for harbor events and for use of city-owned waterfront facilities.

The HDC represents a wide array of harbor interests, and one of its primary roles is to support economic development along the waterfront. For over 40 years, the HDC has overseen private development on the waterfront and has actively developed locations for marine industrial use, including North Terminal, South Terminal, and the New Bedford Ferry Terminal at State Pier. The HDC assesses user charges and fees for vessels and businesses that use its facilities. The HDC also leases properties, usually involving long-term arrangements. These revenues are used to operate and maintain the City's waterfront property. The HDC receives no money from the general fund to support its operations.