



CENTRAL OFFICE
150 W. MARKET ST., STE 450
INDIANAPOLIS, IN 46204
TELEPHONE (317) 232-9200
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WWW.PORTSOFINDIANA.COM

Job Description

Title: Port Director
Location: Ports of Indiana, Mount Vernon
Supervisor: Chief Operating Officer
FLSA Status: Exempt

Revised Date: January 2021

JOB SUMMARY:

This position will be responsible for managing daily operations for Ports of Indiana – Mount Vernon, to ensure optimal, effective use of facilities and execution of operational strategy. This position will also ensure compliance of all public tariffs and Ports of Indiana regulations. Furthermore, this position will develop economic opportunities, market Port property and tenant services to the end of increasing the economic size and scale of the Port location within the region and state. All work ultimately designed to enhance the sustainability of the organization conforming to the mission stated in statute, interpreted through the COO and CEO.

MINIMUM REQUIREMENTS AND QUALIFICATIONS:

Position requires a bachelor's degree with five (5) years of managerial experience in freight transportation and marketing or sales and three (3) years of supervising others and leading a team. A proven record of success in marketing and sales with strong knowledge of the freight transportation, Inland Waterways shipping and commerce.

PRIMARY DUTIES AND RESPONSIBILITIES:

	Description
1.	Serve as the relationship leader within the ports geographic influence area for the Ports of Indiana and building community relationships while enhancing its license to operate.
2.	Work in a matrixed environment with the CEO and SVP of Business Development - to define, develop and implement strategies for managing effective business relationships with current and potential customers to ensure customer satisfaction and to expand business opportunities. Creating strategic plans to drive revenue growth. Team collaboration
3.	Identifies and improves methods, processes, and procedures for efficient and secure operations of physical facilities in order to maximize revenues and reduce costs. Managing local direct reporting staff and collaborating with central services as needed.
4.	In collaboration with COO and Director of Planning and Project Delivery - oversees and administers construction, engineering, maintenance, and strategic planning for Ports of Indiana – Mount Vernon.
5.	Monitors office functions and transactions to ensure they are conducted in accordance with Port policies and procedures.
6.	In collaboration with COO, Director of Planning and Project Delivery - develops capital improvement and maintenance needs to support cargo movement, port expansion and port security.



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7.	Work with COO and Director of Planning and Project Delivery to prepare, negotiate and recommend all engineering and construction contracts/agreements. Monitors progress of all awarded contracts to ensure compliance of all applicable laws.
8.	In coordination with COO, CEO and General Counsel/Environmental - Oversees compliance and workplace safety, health, risk and environmental protection policies, procedures, and regulations.
9.	Monitors P/L and prepares annual budget.
10.	Other duties as assigned.

MENTAL/VISUAL/PHYSICAL STRAIN: This position has very little strain in any of these areas.