

## **Executive Director**

### **Paducah McCracken County Riverport Authority**

The Executive Director, Paducah McCracken County Riverport Authority (PMCRA) is responsible for the daily operations of the Port including the overall administration of the Port's fiscal management, personnel management, customer relations, business development and maintenance of all Port facilities and properties. Reporting to a six-member Board of Directors, the Executive Director will also be responsible for other tasks as assigned and under the general direction of the Port Board. The Executive Director serves at the will of, reports directly to, and is responsible / accountable to the PMCRA Board of Directors. The Executive Director position is a full-time position located in Paducah, Kentucky

The ideal candidate will be an experienced professional with a successful track record of developing and implementing Port and marine terminal development and other infrastructure projects, as well as demonstrating a proven expertise in managing Federal and State Grant requirements while, navigating local, state and federal government activities and conceptualizing, developing and launching new business opportunities.

The ideal candidate will be an excellent communicator and collaborative leader who is adept at developing and realizing a vision for business growth while successfully managing all aspects of a diverse organization. The ideal candidate will have exceptional business acumen and the ability to work effectively with a wide range of stakeholders, preferably having reported previously to an elected or appointed board or commission.

### **Essential Job Functions**

- Responsible for the development of operating plans and budgets, monitoring of fiscal conditions, approving budget expenses, and monitoring operational forecasts.
- Proactively identify opportunities to contain costs and/or increase revenues. Report these conditions and opportunities to the Board.
- Directly accountable to the Board for the overall management and daily operations of the Port, including the requirements for the Riverport West Development Project.
- Serve as the Port's liaison with public and private entities, stakeholders, and community organizations at the local, state, and federal level.
- Provide direct supervision, effective leadership and mentoring of the Port's Team. Supervision of staff to include ensuring staff are properly trained; ensuring staff follow policies, procedures, and applicable laws, rules, and regulations; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary decisions.

- Direct management and coordination of the complete grant administration process, to include researching grants, developing grant applications and submissions, oversight of post-award compliance and related activities.
- Supervise and coordinate the negotiation of contracts for all Port projects including major capital projects, employee remuneration, rental/lease agreements, and other business-related transactions.
- Responsible for the maintenance and development of all Port-owned assets and facilities, including the compliance with applicable laws and regulations and the securing of all permits from regulatory agencies necessary to conduct Port business.
- Oversee the scheduling of all Board of Director meetings and executive sessions, following the guidelines of the Kentucky Public Meetings Laws. Attend all Board meetings.

### **Required Education & Experience**

- A bachelor's degree in business or related disciplines.
- Minimum of 7 years business experience in the maritime, commodity logistics, or Port Authority industries with at least 3 years in an executive level role. Experience must include personnel management, fiscal budget management, maritime and/or port development, and/or an equivalent combination of education and experience, which demonstrate the knowledge, skills, and abilities necessary to successfully perform the essential functions of the job.
- A thorough knowledge of general cargo and dry bulk commodity port operations and management, economic development, maritime and railroad commerce, personnel practices, operations of marine facilities and docks, railroad operations and infrastructure, public budget practices, warehouse property management, dredging and project management.
- Knowledge and/or experience with MTSA/ISPS Facility Security Requirements
- Candidate must currently have or be able to qualify for a Transportation Worker Identification Credential (TWIC)
- Knowledge and/or experience with Foreign Trade Zones. PM CRA is the Grantee for FTZ #294.

### **Additional Qualifications**

- Experience with political advocacy at the federal, state, and local levels. Community outreach oriented with experience representing an organization to a wide variety of audiences.
- Experience interpreting and applying federal, state, and local policies, laws, rules and regulations.

- High level of negotiating experience, specifically related to major capital projects.
- Work duties may take place in the office or outside in inclement weather, on and around docks, storage yards, warehousing, and barges.

### **Benefits**

PMCRA offers a generous compensation and benefit package which includes medical, dental, vision, term life, and long-term disability insurance. The Port also provides paid time off (PTO), Ten paid holidays, and participation in the Kentucky Public Pension Authority (KPPA) retirement and Federal Social Security. Relocation assistance may be provided for the ideal candidate.

### **Employment Eligibility**

The successful candidate will be required to consent to a pre-employment background investigation. PMCRA is an Equal Employment Opportunity employer. All applicants are considered strictly based on their qualifications for a position, without consideration of the applicant's race, color, religion, gender, national origin, age, marital or veteran status, sexual orientation, disability or genetic information.

### **Application Process**

Please email your cover letter and resume to:

[jobs@paducahriverport.org](mailto:jobs@paducahriverport.org)