NEW BEDFORD
PORT AUTHORITY

123 MacArthur Drive
New Bedford, MA 02740
TEL (508) 961-3000
FAX (508) 979-1517
WWW.PORTOFNEWBEDFORD.ORG

New Bedford Port Authority

Executive Director

The New Bedford Port Authority is seeking a qualified, motivated individual to serve as the Executive Director. The Port of New Bedford is the highest grossing commercial fishing port in the United States and one of the leading ports in the nascent offshore wind industry.

The New Bedford Port Authority'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 New Bedford Port Authority to maintain New Bedford's dominance in fishing, expand existing businesses and capitalize on new opportunities such as offshore wind that will maximize the Port's potential as an economic engine to create jobs and strengthen Greater New Bedford's economy.

A. Function

Under the direction of the New Bedford Port Authority (NBPA) Commission, which is chaired by the Mayor and includes six members who are appointed by the Mayor and confirmed by the City Council, the Executive Director ("Director") shall be responsible for the economic development and management of the Port of New Bedford.

B. Essential Duties and Responsibilities

1. Implement and as necessary update the Port's Strategic Plan
2. Recommend and implement Commission-approved budgets, annual work plans, operating policies, and development projects
3. Provide overall management of port operations, port finances, economic development initiatives, infrastructure projects, grant administration, business and trade development, marketing, policy recommendations, public and government relations, and real estate development
4. Supervise 27 administrative, financial, legal, operations/maintenance, grants, development, and engineering personnel over two NBPA locations and remote working arrangements
5. Liaise with Local, State, and Federal elected officials on all port issues, including offshore wind permitting, fisheries regulation, business development, grant opportunities, dredging, infrastructure, port policy advocacy
6. Represent the port's interests and impact to elected officials; Local, State, and Federal agencies; harbor user groups; media and community organizations; industry groups including the American Association of Port Authorities and North Atlantic Ports Association
7. Prepare the NBPA's annual budget of approximately $3.0 million and assume responsibility for all expenditures and the receipt of funds and property in the custody of the NBPA

8. Submit reports to the NBPA Commission and the New Bedford City Council either orally or in writing when requested or required to ensure the proper communication between the Director, the NBPA, and the City of New Bedford
9. Establish and set agendas for monthly NBPA Commission meetings; present written reports and make recommendations on policy, tenant leasing, budget, rates, fees, and charges; provide status reports for Board's consideration and action and effectively communicate with Board members on significant issues affecting the Port.
10. Recommend and implement Board approved short- and long-range organizational goals, objectives, plans, operating policies, and procedures
11. Ensure compliance with all Federal, State, and Local laws regulating the Port and its activities
12. Act as the principal business development official and public spokesman for the Port of New Bedford, which represents an economic impact in 2018 of $11.1 billion and 6,808 direct jobs
13. Ensure the NBPA's customer service goals are effectively communicated and attained
14. Perform such other duties as the NBPA Commission may direct

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. Qualifications

Knowledge of:

- Applicable maritime laws and Federal, State and Local rules and regulations pertaining to the operation and development of a port facility, harbor dredging, related harbor activities and environmental resource management, compliance with environmental regulations

- Public budgeting systems, public procurement, financial planning and budgeting principles and practices
- Contract administration and lease administration practices and requirements
- Principles and practices of port operations and management
- Grant application processes and grant administration
- Strategic planning and project management practices

Ability to:

- Act as executive officer reporting to the Mayor and an appointed Commission, interpreting and implementing policies while providing overall management of the harbor
- Plan, organize, prioritize, coordinate, and direct overall activities and functions for New Bedford Harbor
- Establish revenue and expenditures priorities
- Communicate clearly and concisely, both orally and in writing, and make public presentations
- Establish and maintain effective working relationships with the Mayor, Commission members, staff, government officials, regulatory agencies, vendors, contractors, lessees, business representatives, and the general public

- Understand, follow, and communicate with the public regarding fisheries management issues, environmental issues (including those related to the New Bedford Harbor Superfund site), port development projects, dredging, and offshore wind development
- Ability to work across teams and with a variety of projects and constituencies

Experience and Education:

- Bachelor's Degree from an accredited college or university is required
- 5 years of increasingly responsible experience in a management or supervisory capacity involving the operation, maintenance and development of port, municipal operations or similar enterprises is required

- Solid working knowledge of business processes and business policy development, and of related computer software and electronic communications tools
- Proven interpersonal skills with experience providing complex leadership in a high-profile environment with tact, diplomacy, and a sense of humor

D. Salary Range

$150,000-$175,000

E. Physical Requirements

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

1. Extended periods at computer terminal, telephone, and operating office machines requiring eye-hand coordination and finger dexterity
2. Travel to other ports, exhibitions, and trade shows
3. May be require to lift, move and/or push objects 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 NBPA 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

Position Search

The NBPA is seeking to retain an Executive Director. The selected candidate will be an employee of the NBPA and will be responsible for running its day-to-day operations within the Port and short term and long term planning and development of the Port of New Bedford.

The Executive Director must possess the organizational skills to engage the community in supporting the missions of the port. The NBPA needs an Executive 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 NBPA seeks an Executive 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 interact with a strong and diverse team; 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 NBPA's mission and goals among corporate, educational, and government leaders.

Instructions for Applicants

Applicants should send a completed Application for Employment available at: https://portofnewbedford.org/wp-content/uploads/2019/02/Application-Employment-Revised-8-1-2018.pdf and a cover letter and a resume to:

Shelly Miranda
Office Manager
New Bedford Port Authority
123 MacArthur Drive
New Bedford, MA 02740
508-961-3000
Shelly.miranda@newbedford-ma.gov

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

NBPA Mission Statement

The New Bedford Port Authority's primary charge is to support the Port of New Bedford through the implementation of best management practices over port resources and to promote economic development in Greater New Bedford. More information about the NBPA is available at http://www.portofnewbedford.org.

Overview of the New Bedford Port Authority

The NBPA manages all City-owned waterfront property in New Bedford harbor, including Homer's, Leonard's, Steamship, Coal Pocket, and Fisherman's Wharves, as well as a 198-slip recreational marina at Pope's Island and 19 real estate assets. The NBPA 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 NBPA represents a wide array of harbor interests, and one of its primary roles is to support economic development along the waterfront. For over 60 years, the NBPA has overseen private development on the waterfront and has actively developed locations for marine industrial use, including North Terminal, South Terminal, and in the Central Waterfront. The NBPA assesses user charges and fees for vessels and businesses that use its facilities. The NBPA also leases properties, usually involving long-term arrangements. These revenues are used to operate and maintain the City's waterfront property.

Additional Information

There are many plans and other information available on www.portofnewbedford.org that provide more information for potential applicants. Specifically:

- Port of New Bedford 2018-2023 Strategic Plan: https://portofnewbedford.org/wp-content/uploads/2019/02/Port-Strategic-FINAL-JULY-2018.pdf
- 2019 Economic Impact Study of New Bedford/Fairhaven Harbor: https://portofnewbedford.org/wp-content/uploads/2019/04/Full-2019-Martin-Report.pdf
- 2014 New Bedford Regeneration Committee Report: https://portofnewbedford.org/wp-content/uploads/2019/02/New_Bedford_Regeneration_Committee_Final_Report.pdf
- Charting the Course: A Sustainable, Productive and Robust Port of New Bedford: https://portofnewbedford.org/wp-content/uploads/2019/02/ReGenPortPolicy-1.pdf
- 2010 New Bedford Fairhaven Municipal Harbor Plan: https://portofnewbedford.org/wp-content/uploads/2019/02/2010-New-Bedford-Harbor-Plan.pdf