

**Hancock County Port and Harbor Commission  
Job Description**

**Job Title:** Deputy Director  
**Job Location:** Main Administration Office  
**Department:** General Operating  
**Job Type:** Full-time, Salaried  
**Salary Range:** Starting salary: \$105,000; Commensurate with experience  
**Reports To:** Executive Director

**Deadline: 12/16/2022**

**To apply: Forward Resume with qualifications to Administration@HCPHC.ms**

**POSITION SUMMARY:** The Hancock County Port and Harbor Commission (HCPHC) owns and operates Port Bienville Industrial Park, a 3,600-acre industrial park and shallow draft port with an 8-mile short line railroad and 5 miles of storage track. It also owns and operates Stennis International Airport, a 1,700 acre airport and airpark with 1,100 acres located within the Stennis Space Center Buffer Zone, an 8,500' grooved and lighted runway with control tower, and 13 partner industries. HCPHC owns, manages and leases buildings and other assets to industries within the two sites. HCPHC oversees construction projects, leases and grants associated with its operations and economic development efforts.

The Deputy Director is over a dynamic team of individuals tasked with managing and capitalizing on the assets of Hancock County, including the port, the airport and partnerships with Stennis Space Center by managing site development efforts, marketing and sales budget, port and airport operations, capital improvement plans and schedules that will diversify the tax base and create a balanced economy, increase employment, and improve quality of life in Hancock County.

The Deputy Director reports to the Executive Director, who leads the Commission's efforts and has primary responsibility for the overall direction and ultimate successful performance and fiscal viability of the agency.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Oversee railroad, airport, public works, project manager and finance department including daily operations, budget preparation and execution, procurement, capital planning and construction and repair of Commission assets.
2. Assist the Executive Director with strategic planning by implementation and execution of operations in accordance with policy, plans and objectives and ensuring compliance of fiscal objectives
3. Manage adopted capital improvement plan, contracted firms, design reviews and schedules and execute strategic initiatives for best use and development of properties including development and execution of federal and state grant applications and implementation

4. Develop and assist with adoption and implementation of Marketing and Sales plan for targeted industries including monitoring of CRM database and management of inputs, reports, etc.
5. Actively participate and provide leadership with key partners in local, regional, and statewide entities, utility companies and other partners as identified.
6. Develop, manage, sustain, and execute the objectives of the annual budget for the industrial park, airport, railroad, general operating and capital improvement plan with departments
7. Manage and develop a personnel development and training plan that enhances organizational effectiveness
8. Promote and enhance cooperation and communication among departments and recommend to Executive Director any required changes in personnel and organizational structure
9. Maintain quarterly department reviews and ensure compliance with FRA, FAA and state and federal statutory requirements
10. In the absence of the Executive Director and at the direction of the Executive Director, have certain delegated authorities in execution or interaction with Board of Supervisors, employees, partners, tenants, etc.
11. Represent the Commission at various ED organizations as requested by the Executive Director.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Job candidates and employees may satisfy these requirements with or without reasonable accommodation.

**Minimum Requirements**

Must have minimum 10 years of related experience, have a valid driver’s license, pass a pre-employment drug screen, and undergo a post-employment baseline physical.

**Education and Experience**

- A Bachelor’s or equivalent required, in civil engineering, structural engineering, construction management, business or public administration, or a related field or ten years of increasingly responsible experience in engineering, architecture, operations and administrative management, construction or related field, including five years of administrative and supervisory responsibility;
- Experience in a municipal setting or in a private company with direct project and operations experience supporting municipal or public projects including railroads, airports, docks, site development, etc.; commitment to public accountability and transparency; experience in industry relocation and recruitment in targeted industries of HCPHC
- Applicants shall cite examples of leadership, communication, problem solving and organizational skills that will provide value to HCPHC.

**Knowledge and Skills Required for the Role**

- Knowledge of construction methodology, including, budgeting, scheduling, critical path method planning and value engineering;
- Professional maturity, creativity, objectivity, good judgment, and excellent decision-making and problem-solving skills; should be able to communicate persuasively and possess a record of being a team player, forming effective working relationships, and building consensus; should be self-confident, persistent, energetic, highly motivated, well organized, and time flexible;
- High level of expertise in developing, expanding and improving relationships with external organizations and stakeholders to further the mission of the HCPHC;
- A strong leader and skilled manager with a proven, measurable track record of success in highly regarded organizations. This individual must be able to clearly demonstrate how those organizations prospered as a result of his or her leadership and direction;
- Familiarity and successful results in acquiring and completion of federal, state and local grants.
- Strong verbal and written communication skills and strong listening skills are required.

### **Language and Communication Skills**

Must have the ability to create, read, analyze, interpret and communicate documents such as industry requests for information, and policy and procedure manuals; must be able to provide information, and coordinate work with coworkers through discussion, digital media and through use of telephones; must have the ability to communicate information and ideas orally and in writing, using correct grammar, so others will understand; must have the ability to prepare appropriate presentations that conform to prescribed style and format, both orally and in writing; must have the ability to respond to complex inquiries or complaints from customers, regulatory agencies, or members of the business community;

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop; make fast, simple, repeated movements of the fingers, hands, and wrists; see details at close range; hear to comprehend and respond to conversations. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is required to sit continuously over time without 'giving out' or fatiguing; focus on tasks in a shared workspace with occasional audio disruptions. Employee may be required to travel long distances.

### **BACKGROUND INVESTIGATION**

The Hancock County Port and Harbor Commission reserves the right to make a thorough background investigation, on a post-offer basis, into a newly hired or transferred employee's past employment, state criminal history, military history, driving history, credit history, social security number verification and any other job-related activities. The arrest or conviction of a felony or other certain criminal activity may render the applicant/employee ineligible for employment. The applicant must not have any alcohol or drug-related driving conviction or suspension, or revocation of driving license due to drugs or alcohol within the past three years.

**TRANSPORTATION**

Government vehicle or car allowance will be provided.