

## **EXECUTIVE DIRECTOR, NEW HAVEN PORT AUTHORITY NEW HAVEN CONNECTICUT**

The New Haven Port Authority (NHPA) is accepting resumes for the part-time position of Executive Director (Director). The Director reports directly to the NHPA Commission (the Commission). The NHPA is an independent quasi-public agency created by City Ordinance and working under state-enabling legislation. Although the NHPA is a separate entity from the City of New Haven and State of Connecticut, the three entities often work collaboratively on economic development, security, environmental and transportation projects. The Port district consists of 366 acres located on the East Side of New Haven Harbor, 12 acres of which is owned by the NHPA.

The Director is appointed by, and serves at the discretion of, the NHPA Commission, and will manage and oversee all functions of the NHPA, including finance, marketing, business development, operations, personnel, asset acquisition, asset management, security, contract negotiations and management, and public relations. He or she will assist the Commission with establishing and implementing short-and long-term goals and objectives.

The Director is responsible for initiating and supporting policy initiatives on behalf of the NHPA that will further the development and security of the multi-modal movement of freight at the port of New Haven. The Director works closely with terminal owners, operators and related businesses with facilities in the port district or that provide services in support of port-related activities to advance the efficient and safe movement of freight transiting the port district.

The 2019 US Army Corps of Engineers ranking of the top 150 US ports by cargo tonnage ranked New Haven at fifty-two. So while the port of New Haven already enjoys vibrant economic activity, it is poised to realize increased activity with the proposed deepening of its Federal Navigation Channel and the expansion of its multi-modal infrastructure.

For additional information about the Port of New Haven and the New Haven Port Authority please visit our website: [https://www.newhavenct.gov/gov/depts/port\\_authority/port.htm](https://www.newhavenct.gov/gov/depts/port_authority/port.htm)

**Primary Responsibilities:**

1. Maintains the Port Authority's financial records; including the preparation of an annual budget, management of accounts payable and receivable, preparation of monthly bank reconciliations and financial reports.
2. Prepares the Annual Report and assists in the preparation of the mandatory Annual and Single Audits, when required.
3. Negotiates and manages license agreements for the leased parcels comprising the 12 acres of Port Authority land.
4. Secures proposals for insurance coverage, both general liability and directors and officers coverage.
5. Manages all contracts with Federal and State agencies, private contractors and consultants.
6. Coordinates various meetings, including the monthly meeting of the NHPA Board, which involves preparation of agendas, posting of meeting dates and time; and the recording of minutes.
6. Manages website content.
7. Works with local and state agencies, authorities and boards dealing with transportation and maritime issues.
8. Participates in meetings of the Connecticut Port Authority, the Connecticut Maritime Coalition the New Haven Cooperative, the Marine Group, neighborhood and local boards and commissions.
9. Updates policies to be approved by NHPA Commission including, but not limited to, by-laws, procurement, personnel and asset management.
10. Manages internal controls for protection against fraud and theft of NHPA assets and insures maintenance of equipment owned by the NHPA.

**MINIMUM QUALIFICATIONS**

Minimum requirements for the position include a Bachelor's Degree and professional experience in transportation program administration, planning, maritime development, port security, and economic development or policy development with a public or quasi-public entity. Familiarity with environmental laws and regulations would be view favorably. Knowledge of QuickBooks useful.

## **THE IDEAL CANDIDATE**

The ideal candidate would have experience working with public or quasi-public entities.

The candidate must have strong leadership qualities, and must be comfortable making decisions and recommendations to the Commission to help achieve the stated goals of the NHPA. Given the nature and range of relationships that the Director must establish and maintain, a collaborative and relationship-based leadership style is crucial. He or she must be approachable and capable of developing a strong rapport with contractors, community members, local, state and federal officials, members of the media and the general public.

It is vital that the candidate possess the organizational, social and communications skills to engage and influence community, local and state government support to advance the mission of the NHPA as defined by the NHPA Commission.

## **TO APPLY:**

Please submit resume, cover letter and salary requirements to:

New Haven Port Authority

P.O. Box 8716

New Haven, CT 06531 **or**

[portauthority@newhavenct.gov](mailto:portauthority@newhavenct.gov)

**The initial close date for the search is: September 17, 2021**

New Haven Port Authority is an EQUAL OPPORTUNITY EMPLOYER. We do not discriminate against any person, employee or applicant for employment with regard to nationality, ethnic origin, race, color, religion, age, gender, sexual preference of orientation, disability, appearance, marital status, veteran status, or other protected status in accordance with applicable federal, state and local laws.