

Port of Bay City Authority of Matagorda County, Texas

EMPLOYMENT OPPORTUNITY

Position: Business Director

Posting Date: September 23, 2025

Job Summary: The Port of Bay City Authority (the “Port”) is a navigation district operating in Matagorda County, Texas. The Business Director functions as the chief administrative officer of the Port and is responsible for managing the Port’s business functions and operations, as well as economic development activities. The Business Director reports to, and is directed by, the six-member Board of Commissioners through the Board Chairman and is responsible for the day-to-day business and administrative activities of the Port. The Business Director ensures compliance with the Port’s enabling legislation and other governmental regulations and policies, including, but not limited to, the Policies Regulating Performance of Duties of the Board of Commissioners, their policies and directions.

Salary Range: \$80,000 – \$100,000, depending on experience and qualifications.

Job Functions:

Board Liaison and Administration:

- Provide leadership as the liaison between the Board, staff and consultants, which includes two-way reporting on business activities and making recommendations to the Board;
- Coordinate and prepare information for Port Board meetings and public hearings, including reporting on Port business activities and making recommendations to the Board, including recommendations related to management, staffing requirements and facility development concerns;
- Ensure quality assurance of Port work product and deliverables;
- Receive, communicate and address all mail and email communications for the Port;
- Monitor office functions and transactions to ensure compliance with Port policies and procedures;
- Maintain records of the Port, including organization of project records, Port contracts, and other critical Port information;
- Provide leadership in advocating for legislation, policies, and regulations that benefit the Port’s interests;
- Attend internal committee meetings on matters related to functions listed;
- Supervise and coordinate with legal and County officials on electoral process for board members including contracts for election services and certification;
- Oversee implementation of Board and employee policies, if any;
- Coordinate with outside general counsel; and
- Review and revise Port rules, policies and procedures, as warranted, to respond to evolving Port objectives and programmatic needs.

Financial Administration:

- Oversee the bookkeeping, billing, and accounting services;
- Develop, prepare, and maintain an accurate annual financial budget;

- Coordinate with accounting staff and Harbor Master to prepare for submission to the Board, the annual Operating, Repair and Replacement, and Capital Budgets to appropriate funds for Port operations;
- Develop short and long-range capital improvement and maintenance needs to support cargo movement, Port expansion and Port security to ensure Port facilities are among the best, most efficient and secure in the State of Texas and the United States;
- Ensure compliance and implementation of financial management policies and procedures;
- Maintain records and coordinate with Port's outside auditor in an efficient and timely manner; and
- Report to the Board during monthly meetings on the financial operations and condition of the Port.

Stakeholder Relations and Regional Planning:

- Develop and maintain a Port's Strategic and Master Plan;
- Identify strategic opportunities for potential capital improvements to support current and new business demands;
- Identify sources of funding for Port projects through familiarity with Federal, State and local funding opportunities, as well as public-private partnership investments that will contribute to the long-term development of Port assets, the retention of current customers, and the attraction of new customers;
- Demonstrate an ability to coordinate, strategize and effectively harness the relationships of Federal, State, local, and non-governmental funding partners;
- Work with local, regional, State and Federal government agencies, related maritime and development agencies, community organizations, shippers and barge lines, related major transportation companies, and associated Port community stakeholders to include, but not limited to, the U.S. Coast Guard, the U.S. Army Corps of Engineers and related port associations (American Association of Port Authorities, Inland Rivers Port and Terminal Association, Texas Ports Association, Gulf Ports Association, and others);
- Work with local community organizations to build public trust in the governance and activities for the Port while fostering a success-oriented, accountable and transparent environment; and
- Participate in business meetings, hearings, legislative sessions, seminars, boards, panels, regional planning groups, working groups, and committees to represent and advocate for the Port's interests.

Job Qualifications: The preferred candidate will have a knowledge of public agency management procedures including governmental processes, legislative and government relations, public relations, communication, accounting processes, fund management and systems, human resource management, computer technologies, board and public agency management. The candidate must have the ability to perform a broad range of duties, including planning, organizing and directing activities, have excellent oral and written communication skills and be able to work cooperatively with others and supervise staff and contractors, as required. The candidate must have a bachelors' degree or equivalent experience.

To Apply: The Port is an equal opportunity employer. All qualified and interested candidates should submit a complete application package, including their (1) resume, (2) a one-page cover letter describing in narrative form how they are best qualified for this position, and (3) contact information for three professional references. Submit the application package with the Subject: Business Director Vacancy via email to: grharrison7j@yahoo.com.