

## Position Profile

## Duluth Seaway Port Authority

Job Title	Executive Director
Educational Requirements	Bachelor's degree in a business related field, logistics or economics. If non-related degree, experience in public or private transportation and economic development.
Other Required Credentials	Previously demonstrated successful executive management experience.  Demonstrated previous successful financial oversight of a large corporate or public organization or institution.
Critical Selection Criteria	Logistics background with experience or knowledge in intermodal transportation.  Demonstrated internal organizational and public communications skills.  Demonstrated experience or examples of visionary and strategic achievements in previous civic, corporate, or government employment or positions.
Major Job Functions (%)	<ul style="list-style-type: none"><li>▪ Management and Leadership – 40%</li><li>▪ Economic Development – 30%</li><li>▪ Operations Management – 30%</li></ul>
Immediate Challenges	<ul style="list-style-type: none"><li>• Local/regional dredging reuse and disposal plan and implementation</li><li>• Manage, integrate, and guide DSPA continued growth in multi-modal logistics hub operations in conjunction with Lake Superior Warehousing, Duluth Cargo Connect stevedoring partner</li><li>• Land acquisition and development within the Port region</li><li>• U.S. Steel superfund site</li><li>• Continue to develop cargo diversity for the Port</li><li>• Work with the American Great Lakes Ports Association to grow the use of the Great Lakes St. Lawrence Seaway System</li><li>• Explore/define the role of the Port of Duluth-Superior in the clean energy transition</li><li>• Compete and secure state and federal grant funds</li><li>• Address vacant staff positions as needed</li></ul>
Other Notes	The Executive Director of the Duluth Seaway Port Authority provides leadership, strategic and tactical direction for staff and resources of the Port toward the accomplishment of the organization's mission, personifies the public image of the DSPA, and insures the continued sound financial status of the DSPA.

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Compensation Range	\$185,124 - \$247,680
Benefit Summary	<p>Health: \$80/month family or \$40/month single</p> <p>Dental: 80% coverage up to \$3,750 per year</p> <p>Life Insurance: Two (2) times annual salary up to a maximum of \$350,000</p> <p>Short Term Disability</p> <p>Long Term Disability</p> <p>Public Employees Retirement Association</p> <p>457 Plan: Match Plan</p> <p>Other: Cafeteria Plan, Health Care Savings Plan (upon qualified retirement) and Sick Days</p> <p>This is language lifted out of employee handbook:</p> <ul style="list-style-type: none"> <li>• Bereavement Leave</li> <li>• Cafeteria Plan</li> <li>• Deferred Compensation Plan (457b)</li> <li>• Defined Benefit Plan (PERA)</li> <li>• Dental Reimbursement Plan</li> <li>• Disability Plan</li> <li>• Employee Assistance Plan</li> <li>• Health Insurance</li> <li>• Holidays</li> <li>• Paid Jury Duty/Witness Under Subpoena</li> <li>• Life Insurance</li> <li>• Military Leave</li> <li>• Parental Leave</li> <li>• Paid Sick Leave</li> <li>• Training and Growth</li> <li>• Vacations</li> </ul>
Training Program	As Required
Career Advancement	Limited

## Required Qualifications

- Bachelor's degree in a business related field, logistics or economics. If non-related degree, experience in public or private transportation and economic development.
- Executive strategic leadership and management to facilitate multiple teams including internal as well as public and private sector teams. Proven ability to work through leadership teams to accomplish strategic and tactical activities.
- Knowledge and/or previous experience in the velocity of the domestic and international transportation/logistics industry and has worked closely with the maritime seaport industry including ports. Must have good working knowledge of maritime transportation and familiarity with intermodal relationships between marine, rail, truck and air transportation.
- Ability to market and sell to domestic and international customers transportation ideas to increase economic development for Duluth and the Great Lakes.
- Past experience and or expertise in managing complex private and/or public operations.
- Creative ideas to impact and advance economic development within the Great Lakes area working with all public and private sectors for success.
- Financial acumen, knowledge of principles and practices of financing, budget development and administration. Large, complex organization financial management.
- Proven project management skills including project definition, solutions and execution and team management.
- Exceptional communications and interpersonal skills with demonstrated ability to interact effectively with staff, board members as well as external constituents (including government entities).
- Demonstrate leadership at a local, state and national level.
- Demonstrated experience identifying, developing and managing major investment projects.
- Demonstrated ability to develop a strategic vision and comprehensive plans and objectives.
- The Executive Director occupies a position of public trust; therefore, the successful candidate must have a stellar record with respect to personal and professional conduct, ethics and behavior.
- Analytical and Decision Making Skills
- Willingness to travel 15% - 35%

## Other Qualifications

- Polished and poised presence; personable.
- Excellent interpersonal skills, at various levels in the organization as well as with public and private entities.
- Presentation skills (at executive level).
- Proven ability to build and maintain trust and confidence (both internal and external).
- Ability to continue the current financial stability and economic development success while actively exploring new and additional opportunities for DSPA.
- Ability to operate and make decisions in complex environment.
- Strategic thinker and planner
- Common sense and practical in approach to business
- Growth oriented
- Team oriented, both inside division and with other divisions
- Results and goal oriented