



Willacy County
Navigation District

JOB TITLE: **EXECUTIVE PORT DIRECTOR FOR
WILLACY COUNTY NAVIGATION DISTRICT
AND GENERAL MANAGER FOR PORT MANSFIELD
PUBLIC UTILITY DISTRICT (WCND/PMPUD)**

REPORTS TO: **WCND BOARD AND PMPUD BOARD**

JOB DESCRIPTION:

The Executive Port Director (EPD) is the head administrator for both the WCND and PMPUD. The EPD is responsible for the oversight of all WCND/PMPUD financial activities, such as budgeting, tax administration, investment management, annual audit coordination, and daily financial monitoring to ensure accuracy, transparency, and compliance with applicable laws and regulations.

In addition to fiscal oversight, the EPD is responsible for directing and managing all operational aspects of the WCND and PMPUD--this encompasses the planning, coordination, and supervision of maintenance, construction, infrastructure, and port operations to ensure safe, efficient, and sustainable facility management.

Finally, the EPD must perform all duties in a professional and ethical manner that reflects positively on the WCND and PMPUD. The EPD should demonstrate strong leadership and interpersonal skills, effectively managing staff while fostering productive relationships with industry partners, community leaders, and the general public. Professionalism, sound judgment, and the ability to represent the WCND and PMPUD with integrity and credibility are essential to this role.

ESSENTIAL FUNCTIONS:

1. **Strategic and Operational Management**
Direct, coordinate, and assist in the development and implementation of goals, objectives, policies, and priorities for the WCND and PMPUD, ensuring alignment with the Boards' strategic direction and operational mandates.
2. **Departmental Coordination and Oversight**
Confer regularly with department heads, contractors, and consultants regarding operational plans, policy matters, and performance objectives.
3. **Budget Development and Fiscal Accountability**
Prepare and oversee the annual budgets for the WCND and PMPUD for Board review

and adoption. Ensure appropriate linkage between fiscal goals, available funding, and service levels. Maintain fiscal accountability through continuous monitoring of revenues, expenditures, and budget performance.

4. Financial Controls and Reporting

Maintain internal financial controls that ensure compliance, accountability, and transparency. Keep the Board apprised of the financial condition and operational needs of the WCND/PMPUD.

5. Policy and Governance Support

Recommend measures, policies, and operational initiatives to the Board for consideration and adoption. Execute contracts, easements, releases, and other legal instruments on behalf of the WCND/PMPUD as authorized by resolution or Board action. Promote commercial and residential property development.

6. Organizational Structure and Efficiency

Evaluate and recommend organizational or operational changes to improve efficiency and service delivery. Define functions, duties, and responsibilities of departments, offices, and staff as necessary.

7. Research and Program Evaluation

Research, analyze, and recommend cost-effective improvements in WCND/PMPUD operations. Collaborate with department heads and consultants to evaluate programs, develop solutions, and enhance operational performance.

8. Interagency Coordination and Consultation

Maintain effective working relationships with other governmental agencies and industry partners.

9. Board Support

Attend and participate in meetings of the WCND/PMPUD Boards. Provide professional guidance, reports, and presentations as needed.

10. Personnel Management

Supervise and provide direction to WCND/PMPUD staff, ensuring effective performance management, professional development, and adherence to established policies and safety practices.

11. Infrastructure and Operations Oversight

Ensure the safe, compliant, and efficient management of all WCND/PMPUD assets, including port facilities, water and wastewater systems, solid waste services, and related infrastructure, in accordance with local, state, and federal regulations. Assist in renewing all necessary permits for water and sewer systems.

12. Capital Project Planning and Management

Plan, budget, and manage capital improvement projects for WCND/PMPUD infrastructure, ensuring proper procurement, quality control, and timely completion. Provide for the maintenance of the Port Mansfield harbor, harbor frontage and channel, by overseeing regular dredging, to ensure the safe passage of vessels using the channel. Provide for the maintenance and upgrade of the Smail Craft Basin to ensure maximum usage of all boat stalls.

13. Representation and Public Engagement

Represent the WCND and PMPUD at public meetings, community events, and intergovernmental forums as needed to advance WCND/PMPUD objectives.

14. Communication and Stakeholder Relations

Maintain effective communication with Board members, staff, contractors, community leaders, and the general public. Foster constructive relationships that support collaboration, transparency, and trust.

15. Records and Compliance Management

Oversee the organization, maintenance, and retention of WCND/PMPUD documents and records in accordance with applicable laws, regulations, and internal policies.

16. Other Duties

Perform other duties as may be assigned or directed by the Boards of Commissioners of the WCND and PMPUD.

KNOWLEDGE, SKILLS, AND ABILITIES:

Education and Experience:

- Bachelor's Degree in Public Administration, Business Administration, or a related field.
- Any equivalent combination of experience, training, knowledge, and skills that satisfies the requirements below.

Experience:

- Experience in port or other governmental management at a senior administrative level.
- Familiarity with managing operations in smaller, progressive communities or districts with a focus on efficient resource management, fiscal responsibility, and community engagement.
- Experience in obtaining and administering state and federal grants, and communication with granting agencies.

Knowledge:

- Comprehensive understanding of governmental and port administration, organization, and services, including community development, recreation, and strategic planning.
- Knowledge of public works, drainage, water and wastewater systems; familiarity with engineering and construction oversight and procurement.
- Strong background in fiscally conservative budgeting practices, leveraging local funds alongside state and federal funding when available.

Abilities:

- Ability to recruit, select, develop, motivate, supervise, and evaluate staff effectively.
- Ability to maintain productive relationships with elected officials, media representatives, community leaders, business owners, and the general public.
- Ability to implement policies, procedures, and directives with sound judgment and professionalism.
- Demonstrated capacity to prioritize and manage multiple projects and operational demands simultaneously.

Skills:

- Strong written and oral communication skills; able to communicate effectively with Boards, staff, contractors, community members, and the media.
- Ability to work under pressure, meet deadlines, and produce high-quality results.
- Skilled in public engagement and relationship-building, displaying a professional, courteous, and helpful demeanor in all interactions—whether in person, by phone, or via email.
- Proficiency with Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.

Certificates and Licenses:

- Must possess a valid Texas Driver's License.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment, with extended periods of sitting, standing, walking, and bending.
- Must be able to safely lift and carry materials or objects up to forty (40) pounds.

Salary and Benefits:

- Salary is commensurate with experience and qualifications.
- Benefits include participation in the Texas Municipal Retirement System (TMRS), paid vacation and sick leave, and medical and life insurance coverage.

The Willacy County Navigation District and Port Mansfield Public Utility District are Equal Opportunity Employers and encourage applications from qualified individuals regardless of race, color, religion, sex, national origin, age, disability, or any other protected status.