



# MANAGER OF EMERGENCY MANAGEMENT



**PORT CORPUS CHRISTI®**

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## People Move Our Port!

Port Corpus Christi (PCC) is currently seeking an experienced and highly motivated professional who will be responsible for developing and implementing Emergency Management functions of the port. The qualified individual will lead disaster planning and preparedness initiatives and operate the PCC's Emergency Operations Center.

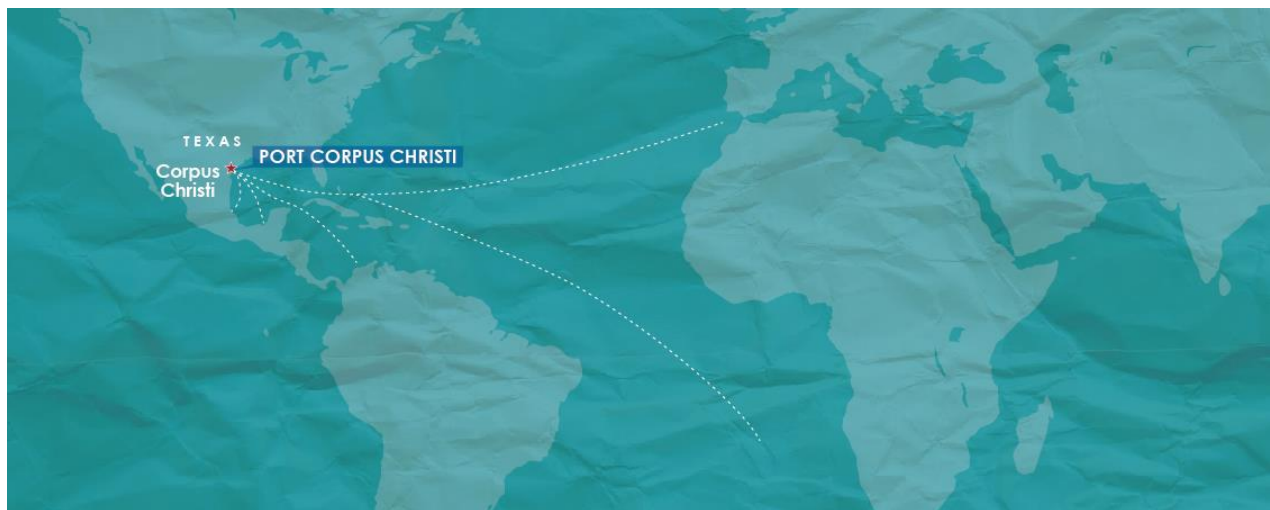
It is the mission of Port Corpus Christi to leverage commerce to drive prosperity. The Port's vision is "To be the energy Port of the Americas." As the **5th largest Port in the United States in total tonnage**, Port Corpus Christi, handles the goods of the world, from petrochemical to agriculture, and from wind components to iron. PCC is protected by a state-of-the-art security department, with a full police force and PCC operations are guided by the Environmental Management System, ISO 14001, providing environmental awareness and protection of assets. PCC is governed by a seven member board with appointees from the City of Corpus Christi, Nueces County and San Patricio County.

## Who We Are

- Over 100,000,000 tons of Cargo in 2014 & 2015
- 66,000 Port related jobs with 200 + Employees
- \$319 Million State and Local Tax Revenue
- 22,000 acres
- Public Corporation and Texas Political Subdivision
- 10-Year \$1 Billion Capital Investment Project

## In the Last Decade

- Diversification of Cargo
- Operating Revenues of Nearly \$90 Million
- Total Assets \$435 Million
- Capital Expenditures in Port Infrastructure \$261 Million
- Environmental Investments \$20 Million



## The Corpus Christi Region

Corpus Christi is a coastal city in South Texas with a temperate climate and friendly people. The region, affectionately referred to as the Coastal Bend, features miles of shoreline and abundant outdoor recreational opportunities. Cultural and culinary delights abound with numerous festivals, entertainment venues and fresh seafood! The Corpus Christi area hosts millions of visitors annually. A strong local workforce is bolstered by exceptional higher education opportunities at Texas A&M University Corpus Christi and through the Del Mar College System. With a metropolitan area of nearly half a million people, Corpus Christi is a city packed with modern amenities and traditional comfort.



### POSITION PROFILE

This position is responsible for providing leadership, vision, direction and subject matter expertise in the field of emergency management as it relates to preparedness, resiliency and recovery from critical incidents which impact Port Corpus Christi operations and business continuity. This position:

- Advises and guides staff on port emergency management and related programs;
- Writes and provides routine correspondence, reports, reviews, and evaluations as necessary to support the emergency management program;
- Researches, develops, and writes emergency plans, procedures and guidelines;
- Manages the PCC disaster planning and preparedness program;
- Represents the PCCA on relative municipal, county, state, and national advisory boards, committees and delegations;
- Serves as primary advisor on the planning, design, creation of a PCC (regional use & multi-purpose) Emergency Operations Center (EOC);
- Directs the activation of, and manages the operation of the EOC during major incidents;
- Works with PCC Information Technology & Chief of Police in development of emergency-alert and notification systems for employees, emergency responders and the community;
- Works with Communications & Community Affairs departments in developing and participating in maritime community outreach programs as necessary to increase awareness and emergency preparedness;
- Serves as the PCC representative on the Corpus Christi Local Emergency Planning Committee (LEPC), and related subcommittees; serves as a member of the Nueces County Emergency & Hurricane Readiness Planning Committee;
- Represents the PCC at seminars, symposiums and events involving emergency management plans and public education/awareness, whether individually, or in partnership with federal, state, and local partners/stakeholders
- Adheres to PCC policy and functions in pre or post-disaster preparedness as an essential employee.

While performing duties, this position regularly requires sitting, speaking or hearing, using hand to finger movements; occasional standing, walking, reaching, stooping, kneeling, lifting and/or moving up to 20 pounds; working an average of eight hours per day, Monday through Friday, some weekends, holidays and evenings; use of a personal vehicle and the ability to work or enter into restricted areas utilizing TWIC credentials.

### CANDIDATE PROFILE

The preferred candidate for this position should be a results-oriented leader with a demonstrated track record in the management of multiple facilities and in long-range goal planning. The Manager of Emergency Management is expected to be a resilient individual with effective verbal and written communication skills who can work well with PCC stakeholders, including PCC Commissioners, Senior Management, Tenants, Customers, PCC staff and the Community. They must convey professional standards and unyielding integrity and be comfortable working in a demanding environment. Requirements for the position include:

### ESSENTIAL SKILLS

Education & Credentials:

- Bachelor's degree in Public Administration, Homeland Security or Emergency Management.
- Certification in Emergency Management preferred (Texas Emergency Manager or Certified Emergency Manager)
- Ability to obtain and maintain a Transportation Worker Identification Credential (TWIC) during course of employment.

Experience:

- A history of successfully managing and working with people from diverse backgrounds and areas of technical expertise.
- A history of creating effective working relationships across functional lines.
- Effective collaboration, partnership and problem-solving skills.

- Proven ability to implement programs or practices designed to promote and enhance business continuity.
- Effective business communication utilizing correct English including spelling, grammar and punctuation.
- Hands-on management approach with strong technical knowledge and presentation skills.
- Proficiency with personal computers, including word processing and spreadsheet applications.
- Prior Port or Public Sector experience desired.
- At least four years related emergency management experience.

### Job Knowledge:

- Familiar with the inner workings of relevant agencies, including solid current relationships with executive decision makers.
- Understanding of port facilities with knowledge of and strong contacts within the port community to facilitate the development of strategic relationships preferred.
- Thorough knowledge of the theories, principles and practices of emergency management.
- Knowledge of organizational and management practices and methods, including goal setting and policy and procedure development and implementation.
- Broad knowledge of the principles, practices and techniques of instructing, planning, delegating and motivating.
- Knowledge of interpersonal and public communications techniques.

### TECHNICAL SKILLS

- Proficiency in MS Office, including Word, Excel, Outlook, and other related applications.

- Ability to plan, direct and coordinate plans.
- Strong analytical skills, with a solid customer service orientation, a history of effective partnerships, problem-solving and consensus building, and the ability to fit well within an energetic and dedicated team.
- Ability to operate standard office equipment and drive a lightweight highway vehicle to meetings and work related events. A valid driver's license is required.
- Strong leader and problem-solver with a collaborative style of effective management.

### Management

- Strong manager of people who is capable of motivating and energizing staff.
- Must have a hands-on approach and willingness to lead by example.
- Ability to define issues, perform research, evaluate alternatives and develop sound, independent conclusions and recommendations.
- Ability to prepare clear and concise non-technical reports, notes, correspondence and other written materials and to review, revise and edit materials.
- Ability to work well within a fast-paced environment, tight deadlines, and handling a multitude of projects and ever changing priorities.
- Must have high-level organizational and planning skills; ability to set priorities, take initiative and exercise sound independent judgment.
- Ability to understand, interpret, explain and apply PCC policies and state and federal laws related to all aspects of operations.



## COMPENSATION & BENEFITS

Our employees enjoy a fabulous benefits package including:

- Competitive salary paid bi-weekly
- Texas County & District Retirement System (TCDRS) Retirement Plan
- 457 Deferred Compensation plans
- Flexible Spending Account
- Low cost Health, dental & vision insurance
- On-site wellness program
- Life insurance and Long-Term Disability plans
- Paid leave (vacation/sick/bereavement)
- Ten paid holidays
- Educational Assistance Plan
- Health Club Benefit
- Tuition Reimbursement
- Passes to local venues, such as the Texas State Aquarium and the USS Lexington Museum

Salary commensurate with experience.

## APPLICATION PROCESS

Interested and qualified candidates are encouraged to apply online at [www.portofcc.com](http://www.portofcc.com) or by contacting Workforce Solutions of the Coastal Bend at (361) 882-7491. Applications and resumes must be received by the PCCA Human Resources Department on or before Monday, July 11, 2016.

PCC leadership will review submittals and only the most highly qualified candidates will be invited for a meeting to further discuss the position. The successful candidate will undergo a background investigation and must be ELIGIBLE TO OBTAIN a Transportation Worker Identification Card (TWIC) in accordance with 33CFR101.514.

PCC is an Equal Opportunity Employer

