

PORT FREEPORT, TEXAS



Title: Sales Representative

Class Code: SR

Pay Grade: 122

This Class Description does not constitute an employment agreement between the Port and an employee and the statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills and abilities required of personnel so classified in this position. The position description is subject to change by the Port as the needs of the Port and requirements of the position change.

General Description

The purpose of this job/class within the organization is to generate revenue for the port through economic development, sales, targeting public and private partnership leases and contracts.

This job/class works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

- Develops for approval, strategies to accomplish the Port's strategic goals and objectives. Upon approval of strategies, formulates and executes plans to achieve desired outcomes.
- Responds to customer service inquiries such as rate requests, technical questions on terminal, vessel, and or port operations, tariffs, US customs issues, foreign trade zone inquires, project cargo management, and hazardous material management.
- Coordinates with Director of Business & Economic Development in conducting outside sales efforts and actively engages potential users of the Port and its service providers.



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- Keeps the Director of Business & Economic Development continuously updated in detail concerning all marketing and sales initiatives and resources committed to these efforts.
- Acts as an additional commercial point of contact for cargo owners, vessel owners and agents who are considering doing business with the Port.
- Performs market research activities conducted with a view toward generating new business revenues for the Port.
- Stays current on industry developments and trends through reading and through industry contacts locally, regionally and nationally.
- Works in concert with the Director of Business & Economic Development and the Director of Operations in monitoring tariff rates. Responsible for reviewing and analyzing the shipping rates of other ports as required to determine the Port's best competitive position. Suggests revisions in the rate structures as required.
- Works in concert with the Director of Business & Economic Development and Director of Economic Development in promoting Foreign-Trade Zone No. 149. Markets the Zone services to the area business community.
- Actively participates in industry and trade associations and organizations with the purpose of furthering the interest in the Port.
- Assists with website development, marketing, and advertising.
- Assists with various events / projects as assigned.

Additional Duties:

The following duties are representative of those expected of the incumbent. They are not intended to be a comprehensive listing of all tasks, just an indication of the type and scope of responsibilities.

- Maintains close liaison with trucking, railroad, steamship and air cargo companies to keep a current working knowledge of how cargoes are flowing and the problems being encountered by shippers.



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- Travels to domestic and foreign destinations to develop and maintain relationships with existing and potential Port clients.
- Monitors cost and other trends for the Port and for competing ports. This includes tariffs and other in port costs, as well as costs outside of the Port such as drayage, intermodal transfer costs, trucking or railroad to origin/destination, time delay costs, etc. Identifies trends that will either promote or inhibit trade flowing through Port Freeport. Uses knowledge of these trends to identify cargoes that experience a cost advantage flowing through Port Freeport.
- Uses shipping data bases such as PIERS and others to identify specific cargoes, shippers and carriers affected by these trends. Directly contacts these entities to "make the case" for shipping through Port Freeport.
- Recognizes shipper's problems both for existing and prospective clients and devises cost effective solutions, which involve using Port Freeport.
- Maintains a computer database containing all current and prospective clients of the Port, complete with a history of prior contacts and the status of the relationship. Includes in this database the client contacts of the Director of Business and Economic Development and all other management personnel engaged in selling the Port.
- In concert with the Sales and Marketing Specialist, recognizes the needs for advertising and promotion materials. Recommends the appropriate media for these materials. Assists in their creation and production. Effectively employs these materials in advertising and promotion campaigns for the Port.
- Works with local industry in investigating use of the FTZ program to promote increased competitiveness and thereby create trade development opportunities. Interacts with Foreign-Trade Zone users to seek and identify new FTZ opportunities.



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- Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Negotiates, exchange ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving wide-spread economies and/or prevent losses through the management of a department that has an organization-wide impact or significant impact on the general population.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas, and volumes and/or compute discounts and interest rates.



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Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads scientific, professional and technical journals, abstracts, financial reports, and legal documents; speaks before professional and civic groups; participates in panel discussions and speaks extemporaneously on a variety of subjects; writes complex articles, reports, and develops presentations for sophisticated audiences.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for long range goals, planning and methodologies. Decision-making is focus of job, affecting entire organization and surrounding population; works in an unstable environment with frequent and significant changes in conditions.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs work involving the application of principles of logical thinking, scientific, medical, or legal practice to diagnose or define problems, collects data and solves abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressures.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

Property Damage & loss of life – Minor
Data loss – Minor
Exposure to legal liability – **Serious**
Brand loss - **Serious**



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Economic loss - **Serious**

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses computers or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Position involves management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.



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Minimum Education and Experience Requirements:

The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The Port reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

Requires a Bachelor's Degree in business administration, business development or closely related field.

Requires ten years in business development or closely related experience.

Special Certifications and Licenses:

Valid TX Driver's License

Valid TWIC certification

Designation by the Governor's Office for Economic Development as an Economic Developer.

Americans with Disabilities Act Compliance

Port Freeport is an Equal Opportunity Employer. The ADA requires the Port to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Emergency Management Responsibilities

During emergency conditions, all Port employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

Organization-wide Employee Responsibilities

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

